

TO DO
TEFAP – 04a

REVISED 7/9/10

MANNA FoodBank

TEFAP DISTRIBUTION REPORT

REPORT OF COMMODITIES FOR MONTH OF _____, 2010

AGENCY NAME _____ AGENCY # _____ PHONE # _____ FAX # _____

ADDRESS _____

NAME AND TITLE OF PERSON COMPLETING THIS FORM _____

REPORT DUE BY THE 15th OF THE NEXT MONTH *Reporting period runs from the 1st day of the month to the last day of the month.

***Fill in the invoice number and date in the grid below. Report the item/amount received in CASES.**

Week 1		Week 2		Week 3		Week 4		Week 5	
Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received
Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received
Apple Juice 8/case		Apple Juice 8/case		Apple Juice 8/case		Apple Juice 8/case		Apple Juice 8/case	
Applesauce 24/case		Applesauce 24/case		Applesauce 24/case		Applesauce 24/case		Applesauce 24/case	
Beef, Grnd, Frz 40/case		Beef, Grnd, Frz 40/case		Beef, Grnd, Frz 40/case		Beef, Grnd, Frz 40/case		Beef, Grnd, Frz 40/case	
Cheddar Soup 12/case		Cheddar Soup 12/case		Cheddar Soup 12/case		Cheddar Soup 12/case		Cheddar Soup 12/case	
Cheese 12/case		Cheese 12/case		Cheese 12/case		Cheese 12/case		Cheese 12/case	
Cherries, Dried 8/case		Cherries, Dried 8/case		Cherries, Dried 8/case		Cherries, Dried 8/case		Cherries, Dried 8/case	
Corn 24/case		Corn 24/case		Corn 24/case		Corn 24/case		Corn 24/case	
Green Beans 24/case		Green Beans 24/case		Green Beans 24/case		Green Beans 24/case		Green Beans 24/case	
Milk,NFD 12/case		Milk,NFD 12/case		Milk,NFD 12/case		Milk,NFD 12/case		Milk,NFD 12/case	
Milk, UHT 12/case		Milk, UHT 12/case		Milk, UHT 12/case		Milk, UHT 12/case		Milk, UHT 12/case	
Orange Juice 12/case		Orange Juice 12/case		Orange Juice 12/case		Orange Juice 12/case		Orange Juice 12/case	
Pears 24/case		Pears 24/case		Pears 24/case		Pears 24/case		Pears 24/case	
Pork Patty 20/case		Pork Patty 20/case		Pork Patty 20/case		Pork Patty 20/case		Pork Patty 20/case	
Potaotes, SLC 24/case		Potaotes, SLC 24/case		Potaotes, SLC 24/case		Potaotes, SLC 24/case		Potaotes, SLC 24/case	
Rotini 20/case		Rotini 20/case		Rotini 20/case		Rotini 20/case		Rotini 20/case	

EMERGENCY FOOD BOX (PANTRY) INFORMATION: (FOOD GIVEN OUT TO INDIVIDUALS TO BE PREPARED AT HOME)
****PLEASE RECORD ACTUAL NUMBER OF INDIVIDUALS SERVED**

NUMBER OF HOUSEHOLDS – TOTAL _____

NUMBER OF INDIVIDUALS - TOTAL _____

****PLEASE RETURN THIS FORM TO THE FOOD BANK NO LATER THAN THE 15TH OF THE NEW MONTH. IF YOU HAVE ANY QUESTIONS, PLEASE CALL LEIGH PETTUS OR PAT WILLIAMS AT (828) 299-3663.**

Week 1		Week 2		Week 3		Week 4		Week 5		END OF MONTH- inventory	
Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	PHYSICAL INVENTORY	
Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	COMMODITY	ENDING INVENTORY IN IND UNITS/CANS
*Potatoes, Fresh 10# bag		*Potatoes, Fresh 10# bag		*Potatoes, Fresh 10# bag		*Potatoes, Fresh 10# bag		+Potatoes, Fresh 10# bag		Apple Juice	
*Fresh Tomatoes		*Fresh Tomatoes		*Fresh Tomatoes		*Fresh Tomatoes		*Fresh Tomatoes		Apple Sauce	
Dried Plums		Dried Plums		Dried Plums		Dried Plums		Dried Plums		Beef, Grd Frz	
Blueberries		Blueberries		Blueberries		Blueberries		Blueberries		Beef Stew	
										Blueberries	
										Cheddar Soup	
										Cheese	
										Cherry Apple J	
										Cherries, dried	
										Corn	
										Grt North Bean	
										Green Beans	
										Milk, Dry	
										Milk, UHT	
										Mushroom Soup	
										Orange Juice	
										Pears	
										Pork, cnd	
										Pork Patty Frz	
										Potatoes, SLC	
										Rotini	
										Tomato Soup	
										*Potatoes, Fresh 10# bag	
										Fresh Tomatoes	
										Dried Plums	

*Bonus Items