

## Monthly Food Inventory Instructions

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### **Purpose and Procedure**

To document the amount of remaining food at the end of every month. This information is helpful in keeping track of food reconciliation for the center and a quick reference source for future food purchasing.

### **Number of Copies and Transmittal**

Complete one original report to be sent to CACFP and retain a copy for the center.

### **\*Important Notice\***

**Child Food Program of Texas must receive the original report. Centers should not be sending copies of the same foods and amounts every month as foods and quantities change on a continues basis. Remember this report is extremely beneficial for the food purchasing of the center.**

### **Detailed Instructions**

1. Center Name – Enter center name.
2. Center # - Enter center number.
3. Claim Month – Enter the claim month.
4. Claim Year – Enter the claim year.
5. List your food inventory that is left from the end of the month under the corresponding category before re-stocking your pantry and freezer.  
(Meat/Meat Alternate, Breads/Grains, Fruits, Vegetables)
6. List the pound or ounces of each food item.  
(ex. Ground Beef – 5lb packages)
7. List the quantity of each food item.  
(ex. Ground Beef – 5lb Quantity 10 packages)

**Turn over for example.**

