

CSFP Monthly Inventory Report (MIR)

Due by the 5th day of each new month

Reporting Agency: _____

This report is for the month of: _____

Agency Number: _____

Instructions:

Box code is the labeled code on each box (e.g., CS0805A). Please enter each code on a separate line.
Beginning inventory is any CSFP left over from the previous month before receiving anything new from FBA.
Subtotal = Beginning Inventory + # Received
Ending Inventory = Subtotal - # Distributed
 The **Physical Inventory Count** must be the exact number of boxes present at your agency on the last working day of the month and must correspond to the Box Code in the first column. This is a **physical count** of the boxes on site.

Blocks of cheese:

Beginning Inventory	# Blocks Received	Subtotal	# Blocks Distributed	Ending Inventory	Physical Inventory Count	Difference
		0		0		0

Senior Boxes:

BOX CODE	Beginning Inventory	# Boxes Received	Subtotal	# Boxes Distributed	Ending Inventory	Physical Inventory Count	Difference
			0		0		0
			0		0		0
			0		0		0
			0		0		0
			0		0		0
			0		0		0
			0		0		0
			0		0		0
Totals:				0		0	

Notes:

Send this Monthly Inventory Report (MIR), the Signature List(s), and a copy of all invoices (AORs) for CSFP product received this month to FBA by the 5th of the following month.

For questions or additional information, contact:

FBA Program Coordinator - Seniors

Chelsea Donohue

2192 Viking Drive

Anchorage, Alaska 99501

Direct 907-222-3125

Fax: 907-277-7368

cdonohue@foodbankofalaska.org

csfp@foodbankofalaska.org

Web Page: www.foodbankofalaska.org

Agency Representative

Thank You!