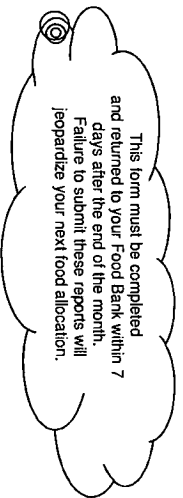


THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) USDA COMMODITY SUMMARY REPORT FOR SOUP KITCHENS AND SHELTERS

AGENCY: _____

MONTH / YEAR: _____

AGENCY ID#: _____



ROW NUMBER	COMMODITY																			
1	NUMBER OF CASES ON HAND <i>(From Prior Month's Ending Inventory)</i>																			
2	NUMBER OF CASES RECEIVED FROM FOOD BANK																			
3	TOTAL CASES AVAILABLE FOR MEALS & SNACKS <i>(Add Row 1 and Row 2)</i>																			
4	COUNT UNOPENED CASES <i>(Enter these numbers on Line 1 of Next Month's Report)</i>																			
5	TOTAL CASES USED <i>(Subtract Line 4 from Row 3)</i>																			

This number determines the amount of USDA Foods your agency will be allocated in future months!

I certify that the USDA commodities listed in Row 5 were used to feed eligible recipients.

Number of meals served this month: Breakfast: _____ Lunch: _____ Dinner: _____ TOTAL: _____

Signature of Agency Representative: _____

Phone number: _____

~ IMPORTANT: Count Only Unopened Cases / Open Cases As Needed / Store All Unopened Cases Off The Floor ~