

Daily Milk Inventory Form

Program sponsors must keep records that document adherence to all Federal and State rules and regulations for the SMP, including inventory of the milk used and served to children.

Non-pricing programs may report milk served based on their milk inventory. Use this worksheet to help determine the number of half-pints of milk served each month.

Daily Milk Inventory Form Instructions:

1. If required convert all milk purchased and milk served to $\frac{1}{2}$ pints before making entries.
(5 gallons = 80 half pints, 1 gallon = 16 half pints, $\frac{1}{2}$ gallon = 8 half pints)
2. Milk delivery or grocery receipts should be maintained in a monthly folder. Keep records for three years plus the current fiscal year.
3. Use the following method to arrive at the number of half pints of milk served to children to be claimed for reimbursement.
 - Add beginning inventory (A) with additional half pints of milk purchased (B) = Total Milk (C)
 - Subtract milk served to adults (E), milk used for cooking (F), & ending inventory*(G)
 - This will equal the number of half pints served to children (D)

* Count the remaining milk left for the ending inventory. (Your ending inventory on the day served will be your beginning inventory the following day)

Daily Milk Inventory Form

Month _____ Year _____ Name of Camp _____

| Date | Beginning Milk Inventory (A) | Number of 1/2 Pints purchased (B) | Total Milk (C) | Number of 1/2 Pints served to Children or Students (D) | Number of 1/2 Pints served to Adults (Age 19+) (E) | Number of 1/2 Pints used for cooking (F) | Ending Inventory (G) |
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