

INSTRUCTIONS FOR USDA FOODS PERPETUAL INVENTORY

<u>Column #1</u>	List the USDA Food that you either have received or that you have on hand.
<u>Column #2</u>	Pack size of the USDA Food.
<u>Column #3 - #7</u>	Amounts that were received each week.
<u>Column #8</u>	Total amount received for the month.
<u>Column #9</u>	Opening inventory for the month. (Previous month's ending inventory.)
<u>Column #10</u>	Add columns #8 and #9 to get the total amount on hand during the month.
<u>Column #11</u>	Amount of inventory on hand after taking physical inventory.
<u>Column #12</u>	Subtract column #11 from column #10 to find the total amount of USDA Food used during the month.
<u>Column #13</u>	USDA Wholesale value from price list mailed to you.
<u>Column #14</u>	Column 12 x 13 will give dollar value of USDA Food used for the month.

