 **Virginia Department of Agriculture and Consumer Services**

**Blue Ridge Area Food Bank**

# Monthly USDA Distribution Report

**Reports are due by the following to your local branch by the 5th of the month following.**

**Agency Name: Agency Number:**

**Month: \_\_\_\_\_\_\_\_\_\_\_\_ Year:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Food Items | | | | | | | | | | | | |
| **Number of Individual Cans or Bags** |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.- Amount on**  **Hand** |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.- Amount**  **Received** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.- Amount**  **Available**  **(total of**  **lines 1 + 2)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.- Amount**  **Issued** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.-Amount**  **Damaged** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.- Physical**  **Count** |  |  |  |  |  |  |  |  |  |  |  |  |

**Total Households Served During Month: Signature & Title:**

**Total Individuals Served During Month: Telephone #/Email:**

**Date:**