

TYPE OF MILK	Whole	Low Fat (1%)	Fat Free (Skim)
Milk on hand beginning of month			
Milk purchased [supported by delivery tickets or receipts] (+)			
Milk transferred to (-) or from (+) another site			
Inventory at end of the month (-)			
<b>TOTAL MILK USED FOR THE MONTH</b>			

- \*Milk amounts must be recorded in same unit of measure (e.g., gallons, half-pints, etc.)
- \*Inventory at the end of the month will be the milk on hand at the beginning of the next month.
- \*Inventory at the end of the month **MUST** be done after the last meal of the month that includes milk.
- \*Milk transfers will show as a + at one site and a - at another site.
- \*Milk inventory must be done each month. This gives a clearer picture of actual milk used and should be to the benefit of sponsors.

<b>MILK PURCHASES</b>				
DATE	VENDOR	GALLONS	½ GALLONS	½ PINTS
<b>TOTAL MILK PURCHASED FOR MONTH</b>				

Note any factor that may effect total milk used for the month:

*See example on other side*

