

**Monthly TEFAP Inventory & Distribution Report**

Agency Name: \_\_\_\_\_

Agency Number \_\_\_\_\_

Date (mm/yy) of Distribution: \_\_\_\_\_

**THIS REPORT IS DUE TEN DAYS AFTER THE END OF EACH MONTH**

| Commodity Name   |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
| 1. Commodities on hand at beginning of month (Line 6 of previous month)  |  |  |  |  |  |  |  |  |  |
| 2. Commodities received from Feed More during month  |  |  |  |  |  |  |  |  |  |
| 3. Commodities received as transfer per Feed More and U.S.D.A.   |  |  |  |  |  |  |  |  |  |
| 4. Total of lines 1, 2, and 3  |  |  |  |  |  |  |  |  |  |
| 5. Commodities distributed to individuals and families   |  |  |  |  |  |  |  |  |  |
| 6. Commodities on hand at the end of month (line 1 of next month)  |  |  |  |  |  |  |  |  |  |
| 7. Damages during month  |  |  |  |  |  |  |  |  |  |
| 8. Total of lines 5, 6, and 7  |  |  |  |  |  |  |  |  |  |
| Check your work. Line 4 should match Line 8. If lines 4 and 8 do not match, please explain the difference in the comments section. Explain any damages/inventory discrepancies in comments section. On Line 7, report items you had to discard because of damages. |  |  |  |  |  |  |  |  |  |

If your agency is not using Link2Feed, scan and email this report, Client Pickup Signature Sheets, and Self-disclosed Income forms (SDIs) to [USDA@feedmore.org](mailto:USDA@feedmore.org) or mail to Feed More, ATTN: Stephanie Martin

Revised 2024

Signature: \_\_\_\_\_

Virginia Department of Agriculture and Consumer Services  
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|---|--|--|--|--|--|--|--|--|--|
| 1. Commodities on hand at beginning of month (Line 6 of previous month) |  |  |  |  |  |  |  |  |  |
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| 3. Commodities received as transfer per Feed More and U.S.D.A.          |  |  |  |  |  |  |  |  |  |
| 4. Total of lines 1, 2, and 3   |  |  |  |  |  |  |  |  |  |
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