

Monthly Milk Inventory Log

Name of Site:	
Milk Inventory for the month of:	

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 (-)			
TOTAL MILK USED FOR THE MONTH			

*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.

MILK PURCHASES				
DATE	VENDOR	GALLONS	½ GALLONS	½ PINTS
TOTAL MILK PURCHASED FOR MONTH				

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

Monthly Milk Inventory Log (Sample)

Name of Site:	Apple Dumpling Child Care
Milk Inventory for the month of:	June 2022

TYPE OF MILK	Whole	Low Fat (1%)	Fat Free (Skim)
Milk on hand beginning of month	1	2	
Milk purchased [supported by delivery tickets or receipts] (+)	7	60	
Milk transferred to (-) or from (+) another site			
Inventory at end of the month (-)	1	1	
TOTAL MILK USED FOR THE MONTH	7	61	

- *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.

MILK PURCHASES				
DATE	VENDOR	GALLONS	½ GALLONS	½ PINTS
6/1	<i>Kroger</i>	10		
6/5	<i>Aldi</i>	8		
6/8	<i>Kroger</i>	10		
6/12	<i>Wal-Mart</i>	2		
6/15	<i>Kroger</i>	10		
6/19	<i>Sam's</i>	10		
6/22	<i>Kroger</i>	6		
6/26	<i>Wal-Mart</i>	8		
6/30	<i>Aldi</i>	3		
TOTAL MILK PURCHASED FOR MONTH		67		

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