

INSTRUCTIONS FOR H1526 CSFP ANNUAL INVENTORY REPORT

This form is used to track USDA Foods inventories of CSFP contracting entities (CEs) that contract with the Texas Department of Agriculture (TDA) to receive USDA Foods.

Name of Contracting Entity (CE) – Enter the name of the CE contracted with TDA.

Date(s) of Physical Inventory – Enter the date(s) on which the physical inventory count of the CSFP USDA Foods occurred. The CSFP Annual Inventory count should include all on-hand inventory that is stored at the CE’s warehouse and storage sites.

Columns:

- A. USDA Material Code:** List each USDA Food material code in inventory.
- B. USDA Material Description/Pack Size:** List a description and size for each commodity.
- C. Location CSFP Items are Stored:** Select the applicable location of the inventory from the list in the drop-down menu. (“Primary CE” for the main on-site premises of the CE, “Secondary CE” for the secondary storage facility of the CE, or “Site” for a distribution site of the CE.) If items are stored at a site, the CE must right-click on the cell and enter a comment to indicate the site name and address of the storage location.
- D. Oldest Receipt Date of Product Still in Possession:** Enter the earliest date on which a USDA Food, listed as on hand, was received.
- E. Qty of Product Still in Possession w/Oldest Receipt Date:** Enter the quantity of items in previous column.
- F. Book/System Inventory Count:** Record the balance of each CSFP item, as established from the CE’s inventory system/CE’s perpetual inventory.
- G. Physical Inventory Count:** Enter the physical inventory of the CSFP item counted at the time of the physical count.
- H. Variance Between Book & Physical Count:** The difference (gains and/or losses) between the Book/System Inventory count and the physical count. (There is an embedded formula in this column to calculate this variance, please do not alter.)
- I. Months On-Hand:** For each USDA Food on hand, as reported on Form H1526, enter the number of months the available supply is expected to meet the needs of the CE for that USDA Food. A CE may use any reasonable method to determine the number of months for which a USDA Foods supply will be sufficient, including historical and/or projected information.
- J. Corrective Action Plan to Reduce Inventory (if Oldest Receipt Date in Possession and/or Month On-Hand is Six (6) Months or Greater):** Inventory that is over six months will be highlighted in red and require a corrective action plan. Please provide a brief description of a course of action to remove any items in inventory more than six months or to reduce excessive inventory (more than needed for six months of distributions).