MILK PURCHASE SUMMARY

Site _____

Month of _____

	A		Comments/Notes
Inventory carried over previous month (# of cartons from E on previous month)	_____		
Date of milk Delivery (enter on day of delivery)	**B** # of cartons Received	**C*** Scrapped Milk (# of cartons)	Comments/Notes
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
Date:			
B Total of Milk Purchased for Month →			**C** ← Total Scrapped Milk
A Add Last Month's Carryover	+		
C Minus Total Scrapped Milk	-		
E Minus Inventory at End of Month (# of cartons left after last meal on last day of month) Transfer this figure to A on next month's Milk Purchase Summary	-		
B + A – C – E = **TOTAL Used for the Month**			

*Scrapped milk is cartons that Prairie Farms delivered picks up because it is old or spoiled. They will credit the account. If you throw the milk away, it cannot be credited and therefore cannot be counted as scrapped.

Enter on the day of delivery. Total on the last day of each month and email to Health Coordinator   Revised 5/22