

NC DEPARTMENT OF PUBLIC INSTRUCTIONS  
OFFICE OF SCHOOL NUTRITION  
SPECIAL MILK PROGRAM

Daily Milk Inventory Form

Month \_\_\_\_\_ Year \_\_\_\_\_ Name of Site \_\_\_\_\_

Date	Beginning Milk Inventory (A)	Number of 1/2 Pints purchased (B)	Total Milk (C)	Number of 1/2 Pints served to Children or Students (D)	Number of 1/2 Pints served to Adults (E)	Number of 1/2 Pints used for cooking (F)	Ending Inventory (G)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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17							
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20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL							

## Daily Milk Inventory Form Instructions

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Program sponsors must keep records that document adherence to all federal and state rules and regulations for the Special Milk Program (SMP), including inventory of the milk used and served to children/students. This inventory form should support the milks claimed for reimbursement.

### Daily Milk Inventory Form Instructions:

1. If required convert all milk purchased and milk served to half pints before making entries
  - a. 5 gallons = 80 half pints, 1 gallon = 16 half pints,  $\frac{1}{2}$  gallon = 8 half pints
2. Use the following method to arrive at the number of half pints of milk served to children/students to be claimed for reimbursement
  - a. Add beginning inventory (A) with additional half pints of milk purchased (B) = Total Milk (C)
  - b. Subtract milk served to children/students (D), adults (E) and milk used for cooking (F) from Total Milk (C)
  - c. The figure will equal the number of half pints in Ending Inventory (G)
  - d. Ending inventory (G) = Total Milk minus (milk served to children/students + adults + milk used for cooking)
3. Count the remaining milk left to double check your ending inventory. The ending inventory of the day served will be your beginning inventory the following day