

PAID MILK ONLY (PMO) DAILY MILK INVENTORY

(A) SCHOOL _____ **(B) MONTH/YEAR** _____

(C) PREPARED BY _____

(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Date	Beginning Inventory	Amount Delivered	Total Milk Available	Ending Inventory	Total Milk Used	Misc.	½ Pints Served to Students	Income Received	Time/Tempt
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

TOTALS				Ending Inventory on					
		Report the Total # in SNEARS		last service day is carry over for next month in SNEARS			Report the Total # in SNEARS		

PAID MILK ONLY (PMO)

INSTRUCTIONS FOR DAILY MILK INVENTORY

- A. School: Enter the name of the school or site.
- B. Month/Year: Enter the month and year to which the worksheet pertains.
- C. Prepared by: Enter the name of the person preparing the worksheet.
- D. Date: The numbers in this column correspond to the calendar days of the month.
- E. Beginning Inventory: Enter the number of $\frac{1}{2}$ pints of milk on hand at the beginning of the day. **The beginning inventory recorded for the first day of the month will be reported in SNEARS as the # of $\frac{1}{2}$ pints of milk carried over.**
- F. Amount Delivered: Enter the number of $\frac{1}{2}$ pints of milk delivered from the dairy each day. At the end of the month, enter the total number of $\frac{1}{2}$ pints of milk delivered in the SNEARS system.
- G. Total Milk Available: Add together beginning inventory (Column E) and amount delivered (Column F). Enter the total.
- H. Ending Inventory: Enter the number of $\frac{1}{2}$ pints of milk on hand at the end of the day. This ending inventory (column H) is the beginning inventory (column E) for the next service day. The number of $\frac{1}{2}$ pints of milk recorded on the last day of service will be the beginning inventory (column E) for the next month. **Remember: The beginning inventory recorded for the first day of the month will be reported in SNEARS as the # of $\frac{1}{2}$ pints of milk carried over.**
- I. Total Milk Used: Total milk available (Column G) minus ending inventory (Column H) is total milk used (Column I).
- J. Miscellaneous: Enter the number of $\frac{1}{2}$ pints of milk served to adults, used in cooking, coffee service, etc. **(Do not claim reimbursement for this milk.)**
- K. Half Pints Served to Students: Compute by subtracting Column J from Column I. At the end of the month, enter the total number of $\frac{1}{2}$ pints of milk served to students in the SNEARS system.
- L. Income Received: Enter the amount of income received from $\frac{1}{2}$ pints of milk sold to students and adults. Note: Entries should only be made on the days money is collected. If payment is made annually or semi-annually, income may be recorded in the school ledger rather than on this form.
- M. Time/Temperature: Enter the temperature of the milk and the time the temperature was taken.