



# INSTRUCTIONS FOR COMPLETING THE FORM FD-9 PHYSICAL INVENTORY OF USDA-DONATED FOODS

## GENERAL

The Form FD-9, "Physical Inventory of USDA-Donated Foods," shall be prepared by either a representative of the Recipient Agency or the Family Support Division. In either case, the inventory shall be verified and signed by a second person.

## WHEN PREPARED

1. When an Administrative Review is conducted.
2. When required to support Monthly or Quarterly Inventory Reports.

## PREPARATION

1. **Heading:** Print or type the Name of Agency and Date of Inventory.
2. **Column I:** Enter the name of each food item.
3. **Column II:** Enter the packaging of each food item.
4. **Column III:** Enter the amount of each food item on hand as of the date of the Physical Inventory in case or baler quantities (not pounds). In reporting USDA-Donated Foods, use the decimal system. Record case and/or baler amounts to the left of the decimal and record package amounts to the right of the decimal. For example, two cases and four cans of Peaches (6/#10) would be recorded as "2.4."
5. **Column IV:** Storage (DCF); indicate the type of storage area . . . i.e., D-Dry, C-Cool, and F-Freezer.
6. **Date Old Pack:** Enter the oldest date on the case and/or baler for each food item. If commodities are out of condition or unfit for human consumption, complete the Form FD-5, "Report of USDA-Donated Food Loss" and submit to the State Distributing Agency for necessary action.
7. **Signature Blocks:** To be signed and dated by the Agency Representative and the Reviewer.

## DISTRIBUTION OF FORM FD-9

1. Prepare the Form FD-9 in duplicate. The Recipient Agency will retain one copy and the Reviewer will submit the original with the Administrative Review.
2. The Recipient Agency will retain the duplicate copy of the Form FD-9, with all other records pertaining to USDA-Donated Foods for a period of at least three years following the close of the fiscal year to which they pertain, or longer if related to an audit or investigation in progress.
3. The original copy of the Form FD-9 will be submitted with the Reviewer's Administrative Review.