

When is product Out of Condition

- No single date by which products must be used.
 - Exception is infant formula & some baby foods
- “Best if used by” date
 - Date for best flavor or quality
- “Sell by” date
 - Recommended sell by date.
- “Pack” date
 - Date product was packaged and processed.

Dates do not represent expiration dates

SECTION 4 - INVENTORY CONTROL**7400 INVENTORY CONTROL**

The ITO/State agency must keep accurate records of the amount of each USDA commodity in inventory and the quantities of each item moving in and out of storage.

7410 PERPETUAL INVENTORY RECORD

The ITO/State agency must maintain a perpetual inventory record for each commodity. If one kind of commodity is received in different size containers, a separate inventory record must be maintained for each container size. The perpetual inventory records must include the following information:

- A. USDA commodity item;
- B. Unit size;
- C. Date received;
- D. Amount received;
- E. Date withdrawn;
- F. Amount withdrawn;
- G. Purpose for withdrawal; and
- H. Balance on hand.

The ITO/State agency must provide a perpetual inventory record form that is acceptable to the appropriate FNS Regional Office. Perpetual inventory records may be automated at the discretion of the ITO/State agency provided it is acceptable to the Regional Office.

7420 PERSON(S) DESIGNATED TO MAINTAIN INVENTORY RECORDS

The ITO/State agency or local agency must designate one person to keep the inventory records. The ITO/State agency must also assign a backup person capable of maintaining the inventory records during any absence of the primary inventory keeper. The person(s) maintaining the inventory must set aside a specific time for posting the entries on a daily basis.

7430 INVENTORY CONTROL PROCEDURES

The ITO/State agency or local agency must date stamp or mark in pen the date received on the containers of commodities as they are placed in storage. This is an effective method to ensure that the first-in, first-out (oldest stock used first) distribution procedure is followed. Commodity containers must not be removed from cartons until they are to be distributed. The amount of each commodity received and placed in storage must be added to the perpetual inventory records.