Inventory Control Sheet

Name of Sponsor: _____

Site: _____

Inventory Period: _____/_____/_____ to _____/_____/_____

Beginning Inventory: $ _____

1. Food Item	2. Purchase Unit – size and description (case, bag, can, lb.)	3. # of Units on hand	4. Unit Cost	5. Total Cost
			Ending Inventory	**$**

Inventory Control Sheet Instructions

The value of the beginning inventory is determined by taking a physical count before the food service operation begins. The value of the beginning inventory thereafter is the same as the ending inventory for the previous month.

A complete physical inventory of all purchased foods, commodities, and supplies on hand must be taken at the end of the reporting period.

For ease in taking a physical count of foods in storage, arrange items according to food groups in the storage area and arrange each group in alphabetical order, for example, canned fruits and fruit juices – apples, apricots etc. Store food in cases, boxes, or other containers marked with the date received and cost per unit to facilitate the taking of inventories.

Column 1 -   Enter the name of the food item, such as corn, green beans or mayonnaise

Column 2 -   Enter the pack size, such as, 6/#10 case, #50 bag, or #10 can. If different size containers of the same food are on hand, use a separate line for each size and a separate line for each different unit cost of the same size pack.

Column 3 -   Enter the number of units (of the size shown in column 2) found on hand from actual count.

Column 4 -   Enter the unit cost for the size unit shown in column 2 (use the unit cost written on package or unit). Use invoices to determine the unit cost per item and total food purchases for the reporting period.

Column 5 -   Obtain the total cost by multiplying the number of units (column 3) by the unit cost (column 4) and enter in column 5.   Add column 5 (total cost) on all pages for the inventory at the end of the month. This total is the value of the ending inventory.