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 the 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 size pack, such as 6/#10 can case, 50 lb bag, or #10 can. If different size containers of the same food item 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.

This is a permanent document and must be retained for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.

INVENTORY CONTROL SHEET

Name of sponsor:			Site name:	
Central kitchen:				
Inventory period: (at least beginning-ending and monthly)				
Beginning inventory $				
1-Food Item	2-Purchase unit- size & description (case, bag, can, lb.)	3-# of units on hand	4-Unit cost	5-Total cost
		Ending inventory		$

Notes: