

INVENTORY

MONTHLY RECORD OF INVENTORY (Optional)

An inventory system is a tool of management that is recommended for an efficient food service operation. The inventory provides a systematic method for taking and maintaining a complete inventory record of purchased food and milk and food-related supplies.

An incorrect inventory can mean the difference between profit or loss and will also reflect an incorrect food cost.

Inventory records are used to:

1. Prepare monthly orders for food and supplies.
2. Avoid being overstocked or understocked.
3. Assure that quantity of food needed to meet menu requirements is available.
4. Control any possible disappearance of food.
5. File insurance claims in case of fire or theft.
6. Support carry over of food/food-related supplies surplus.

INVENTORY INSTRUCTIONS

At the end of the month:

1. Enter the month and date, including the year, at the top of the page.
2. Record in the ***Amount on Hand*** column the number of units that are unopened for each item listed.
3. Record the name of the unopened items left on hand.
4. Record the amount left on hand of the unopened food and milk items.
5. Record the amount left on hand of the unopened food-related supplies.

EXAMPLE
END-OF-MONTH MILK INVENTORY

Fiscal Year: YYYY

MONTH	UNIT SIZE GALLONS/QUARTS/ HALF-PINTS	UNOPENED ON HAND
OCTOBER	<i>GALLON</i>	6
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		

At the close of business on the last working day of the month, count and record the number of unopened containers of milk gallons/quarts/half-pints, etc., on hand.