

INVENTORY RECORD OF
PURCHASED FOOD AND
SUPPLIES

NATIONAL SCHOOL
LUNCH/SCHOOL
BREAKFAST PROGRAMS

School Year: _____

INDEX OF PURCHASED FOODS

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AN INVENTORY RECORD OF PURCHASED FOOD AND SUPPLIES

An inventory system is a tool of management that must be maintained for an efficient food service operation. This inventory book provides food service managers with a systematic method for taking and maintaining a complete inventory record of purchased food and 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. Develop meaningful food cost analysis (arrive at food and milk used).
2. Prepare monthly orders for food and supplies.
3. Avoid being overstocked or understocked.
4. Assure that quantity of food needed to meet menu requirements is available.
5. Prevent food deterioration by using older stocks first.
6. Control any possible disappearance of foods.
7. File insurance claims in case of fire or theft.
8. Determine food and milk used for financial reports.

INSTRUCTIONS

1. Refer to the *Index of Purchased Foods* for grouping of items. The format used groups items by food categories. For example, instead of having all frozen foods in a separate section, all fruits are in one section and are separated into canned, frozen, and dehydrated/dried. This arrangement is easy to use when preparing purchase orders.
2. There are only three columns to be filled in on the inventory form. The *Amount on Hand* should be number of single units—such as 21 cans applesauce (not 3 cases + 3 cans), 30 pounds frozen strawberries (not 1 case), 48 pounds flavored gelatin (not 2 boxes). The price is the *Unit Price*—such as \$1.85/#10 can, \$.40/lb, or \$1.50/qt/jar. Items such as eggs would be priced per dozen, mustard might be per gallon, vanilla per quart, but the majority of items will be priced per #10 can or per pound. the *Total Value Column* is figured by multiplying the *Amount on Hand* by the *Unit Price*.
3. In the storeroom, the commodity items should be separated from the purchased foods and inventoried separately using the perpetual inventory format provided by the Department of Human Services (DHS).
4. Any substantial amount of food in the refrigerators should be inventoried at the *per portion cost*.

5. For speed, accuracy, and efficiency, items on the storeroom shelf should be arranged in the same order as the inventory form.
6. When space and facilities permit, nonfood supplies should be in a separate storeroom. When this is not possible, they should be grouped together in alphabetical order in one area of the storeroom.
7. Use hard-lead pencil only (#3); soft-lead pencils (#2 or #2 1/2) will smear.
8. When the monthly inventory has been totaled, transfer the totals to the *Monthly Record of Inventory Value*, page 5.

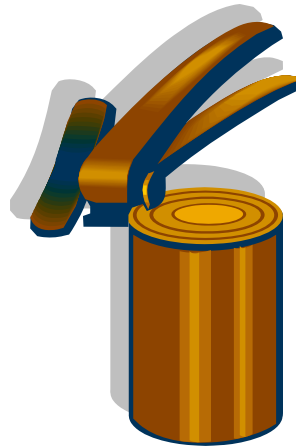
MONTHLY RECORD OF INVENTORY VALUE

YEAR: _____

MONTH	TOTAL VALUE OF PURCHASED FOODS	TOTAL VALUE OF SUPPLIES

FRUITS

Canned



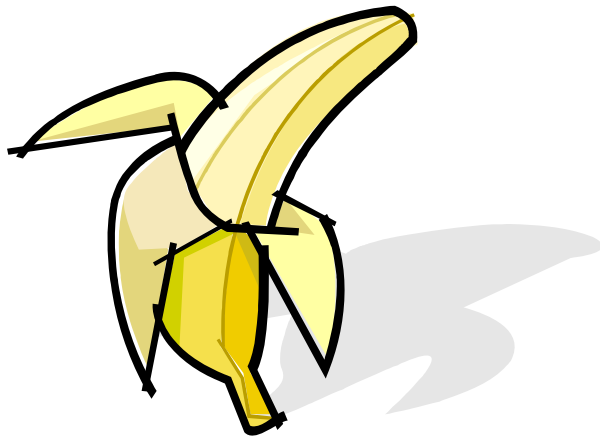
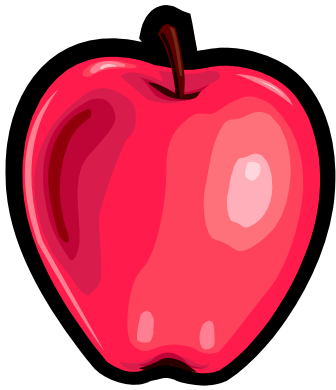
Item	Month Date			Month Date			Month Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
CANNED FRUITS:									
Apples, sliced									
Applesauce									
Apricots									
Cherries									
Cherries, maraschino									
Cherry pie filling									
Cranberry sauce									
Fruit cocktail									
Mandarin oranges									
Peaches, halves									
Peaches, sliced									
Pear, halves									
Pineapple, crushed									
Pineapple, sliced									
Pineapple, tidbits									
Plums, purple									
Pumpkin									
	TOTALS								

Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
CANNED FRUITS:												
Apples, sliced												
Applesauce												
Apricots												
Cherries												
Cherries, maraschino												
Cherry pie filling												
Cranberry sauce												
Fruit cocktail												
Mandarin oranges												
Peaches, halves												
Peaches, sliced												
Pear, halves												
Pineapple, crushed												
Pineapple, sliced												
Pineapple, tidbits												
Plums, purple												
Pumpkin												
	TOTALS											

Item	Month		Date	Month		Date	Month		Date
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
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Cherries, maraschino									
Cherry pie filling									
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Fruit cocktail									
Mandarin oranges									
Peaches, halves									
Peaches, sliced									
Pear, halves									
Pineapple, crushed									
Pineapple, sliced									
Pineapple, tidbits									
Plums, purple									
Pumpkin									
TOTALS									

FRUITS

Frozen—Dehydrated/Dried



Item	Month _____ Date _____			Month _____ Date _____			Month _____ Date _____		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
FROZEN FRUITS:									
Apples									
Apricots									
Blueberries									
Cherries									
Orange juice, 32 oz									
Peaches									
Strawberries									
DRIED/DEHYDRATED:									
Apricots									
Cherries									
Peaches									
Prunes									
Raisins									
	TOTALS								

Item	Month		Date	Month		Date	Month		Date
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
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Apricots									
Blueberries									
Cherries									
Orange juice, 32 oz									
Peaches									
Strawberries									
DRIED/DEHYDRATED:									
Apricots									
Cherries									
Peaches									
Prunes									
Raisins									
TOTALS									

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FROZEN FRUITS:										
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Apricots										
Blueberries										
Cherries										
Orange juice, 32 oz										
Peaches										
Strawberries										
DRIED/DEHYDRATED:										
Apricots										
Cherries										
Peaches										
Prunes										
Raisins										
TOTALS										

VEGETABLES

Canned



Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE			
CANNED VEGETABLES:												
Asparagus												
Beans, baked in sauce												
Beans, green												
Beans, green lima												
Beans, kidney												
Beans, pinto												
Beans, refried												
Bean sprouts												
Beets												
Carrots												
Corn, whole kernel												
Greens, mixed												
Mixed vegetables												
Mustard greens												
Peas, black-eyed												
Peas, English												
Peas, green												
Pickles												
Pimientos												
Potatoes, small												
Salsa												
Sauerkraut												
Spinach												
Sweet potatoes												
Tomatoes												
Tomato paste												
Tomato puree												
Tomato sauce												
Turnip greens												
TOTALS												

Item	Month			Date			Month			Date		
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CANNED VEGETABLES:												
Asparagus												
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Beans, green												
Beans, green lima												
Beans, kidney												
Beans, pinto												
Beans, refried												
Bean sprouts												
Beets												
Carrots												
Corn, whole kernel												
Greens, mixed												
Mixed vegetables												
Mustard greens												
Peas, black-eyed												
Peas, English												
Peas, green												
Pickles												
Pimientos												
Potatoes, small												
Salsa												
Sauerkraut												
Spinach												
Sweet potatoes												
Tomatoes												
Tomato paste												
Tomato puree												
Tomato sauce												
Turnip greens												
	TOTALS											

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CANNED VEGETABLES:												
Asparagus												
Beans, baked in sauce												
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Beans, kidney												
Beans, pinto												
Beans, refried												
Bean sprouts												
Beets												
Carrots												
Corn, whole kernel												
Greens, mixed												
Mixed vegetables												
Mustard greens												
Peas, black-eyed												
Peas, English												
Peas, green												
Pickles												
Pimientos												
Potatoes, small												
Salsa												
Sauerkraut												
Spinach												
Sweet potatoes												
Tomatoes												
Tomato paste												
Tomato puree												
Tomato sauce												
Turnip greens												
	TOTALS											

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	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE			
CANNED VEGETABLES:												
	TOTALS											

VEGETABLES

Frozen—Dehydrated/Dried

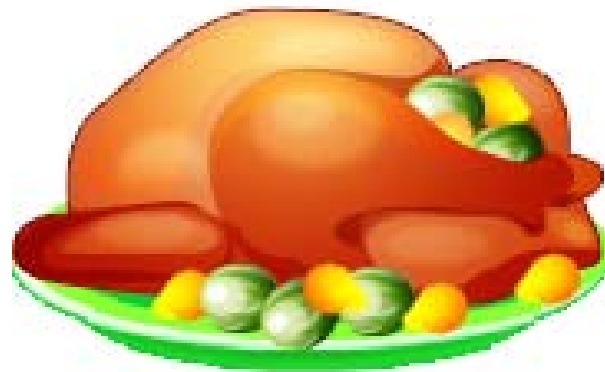


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	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	
FROZEN VEGETABLES:										
Beans, green										
Beans, lima										
Broccoli										
Carrots, sliced										
Cauliflower										
Corn										
Corn on cob										
Greens										
Hashbrown patties										
Mixed vegetables										
Okra										
Peas										
Potatoes, French fries										
Potatoes, tater tots										
Spinach										
Squash										
Dried/Dehydrated:										
Potato flakes										
Potato granules										
Potatoes, sliced										
TOTALS										

Item	Month	Date		Month	Date		Month	Date	
FROZEN VEGETABLES:	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
Beans, green									
Beans, lima									
Broccoli									
Carrots, sliced									
Cauliflower									
Corn									
Corn on cob									
Greens									
Hashbrown patties									
Mixed vegetables									
Okra									
Peas									
Potatoes, French fries									
Potatoes, tater tots									
Spinach									
Squash									
Dried/Dehydrated:									
Potato flakes									
Potato granules									
Potatoes, sliced									
	TOTALS								

MEATS

Canned/Fresh/Frozen
(Beef, Fish, Pork, Poultry)

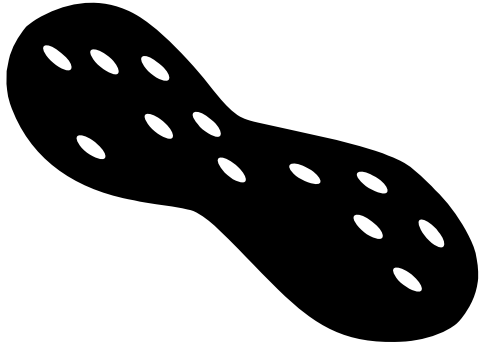


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	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
CANNED MEATS:									
Chicken, boned									
Salmon									
Tuna									
Fresh & Frozen Meats:									
BEEF:									
Boneless stew									
Ground beef									
Patties									
Roast									
Tips									
Steaks									
PORK:									
Bacon									
Bologna									
Cutlets									
Ham, boned									
Ham, bone-in									
TOTALS									

Item	Month Date			Month Date			Month Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
PORK:									
Luncheon meats									
Roast									
Sausage									
Wieners									
POULTRY:									
Chicken, fryer									
Chicken, parts									
Turkey, ham									
Turkey roll									
Turkey, whole									
PROCESSED FOODS:									
Beef fritters									
Burritos									
Chicken nuggets									
Chicken pattie									
Chicken strips									
Corn dogs									
Fish sticks									
Pancake on a stick									
Pizza									
Pizza pockets									
Steak fingers									
TOTALS									

Item	Month		Date	Month		Date	Month		Date
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CANNED MEATS:									
Chicken, boned									
Salmon									
Tuna									
Fresh & Frozen Meats:									
BEEF:									
Boneless stew									
Ground beef									
Patties									
Roast									
Tips									
Steaks									
PORK:									
Bacon									
Bologna									
Cutlets									
Ham, boned									
Ham, bone-in									
TOTALS									

MEAT ALTERNATES



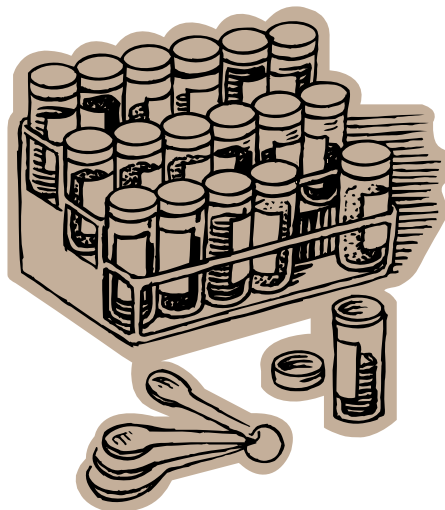
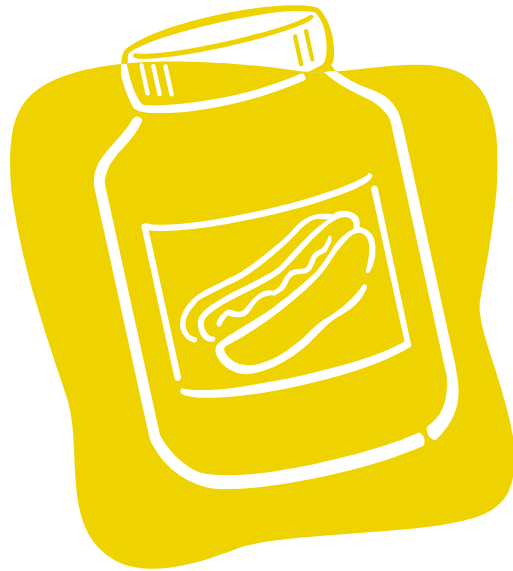
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	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
MEAT ALTERNATES:									
VPP*									
Cheese, American									
Cheese, Colby									
Cheese, cottage									
Cheese, imitation									
Cheese, cheddar									
Cheese, mozzarella									
Peanut butter									
TOTALS									

*Vegetable protein product

Item	Month			Date			Month			Date		
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MEAT ALTERNATES:												
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Cheese, cottage												
Cheese, imitation												
Cheese, cheddar												
Cheese, mozzarella												
Peanut butter												
TOTALS												

*Vegetable protein product

MISCELLANEOUS



Item	Month Date			Month Date			Month Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
MISCELLANEOUS:									
Gelatin, plain									
Gelatin, lemon									
Gelatin, orange									
Gelatin, red									
Hot sauce									
Lemon extract									
Lemon juice									
Liquid smoke									
Marshmallows									
Molasses									
Mustard, dry									
Mustard, prepared									
Nutmeg									
Onion salt									
Oregano									
Pan coating									
Paprika									
Pepper, black									
Poultry seasoning									
Sage									
Salad dressing									
Salt									
Sesame seeds									
Soda									
Soy sauce									
Soup base									
TOTALS									

Item	Month Date			Month Date			Month Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
MISCELLANEOUS:									
Allspice									
Almond extract									
Baking powder									
Barbecue sauce									
Catsup									
Celery salt									
Celery seed									
Chili powder									
Chocolate chips									
Cinnamon, ground									
Cloves, ground									
Cocoa									
Coconut									
Concentrated gravy seasoning									
Cornstarch									
Cornmeal									
Cream of tartar									
Cumin									
Cry milk, nonfat									
Food coloring, yellow									
Food coloring, green									
Food coloring, red									
Flour									
Garlic powder									
Garlic salt									
	TOTALS								

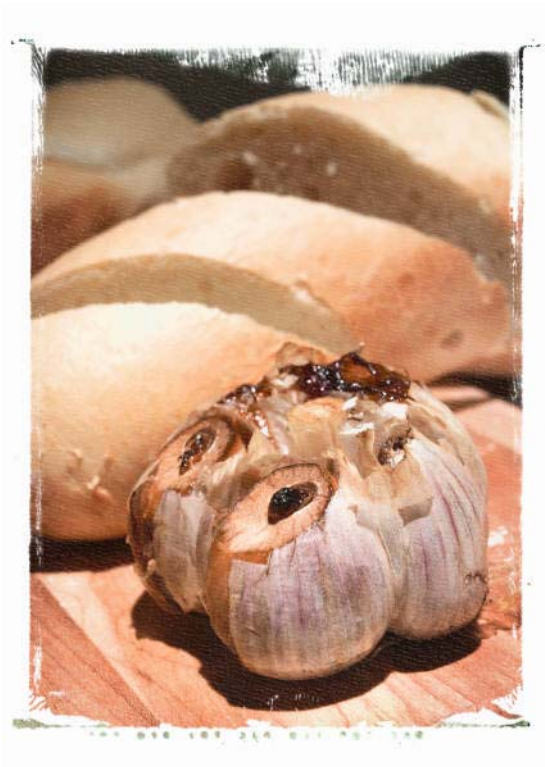
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Celery salt									
Celery seed									
Chili powder									
Chocolate chips									
Cinnamon, ground									
Cloves, ground									
Cocoa									
Coconut									
Concentrated gravy seasoning									
Cornstarch									
Cornmeal									
Cream of tartar									
Cumin									
Cry milk, nonfat									
Food coloring, yellow									
Food coloring, green									
Food coloring, red									
Flour									
Garlic powder									
Garlic salt									
			TOTALS						

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Gelatin, lemon												
Gelatin, orange												
Gelatin, red												
Hot sauce												
Lemon extract												
Lemon juice												
Liquid smoke												
Marshmallows												
Molasses												
Mustard, dry												
Mustard, prepared												
Nutmeg												
Onion salt												
Oregano												
Pan coating												
Paprika												
Pepper, black												
Poultry seasoning												
Sage												
Salad dressing												
Salt												
Sesame seeds												
Soda												
Soy sauce												
Soup base												
TOTALS												

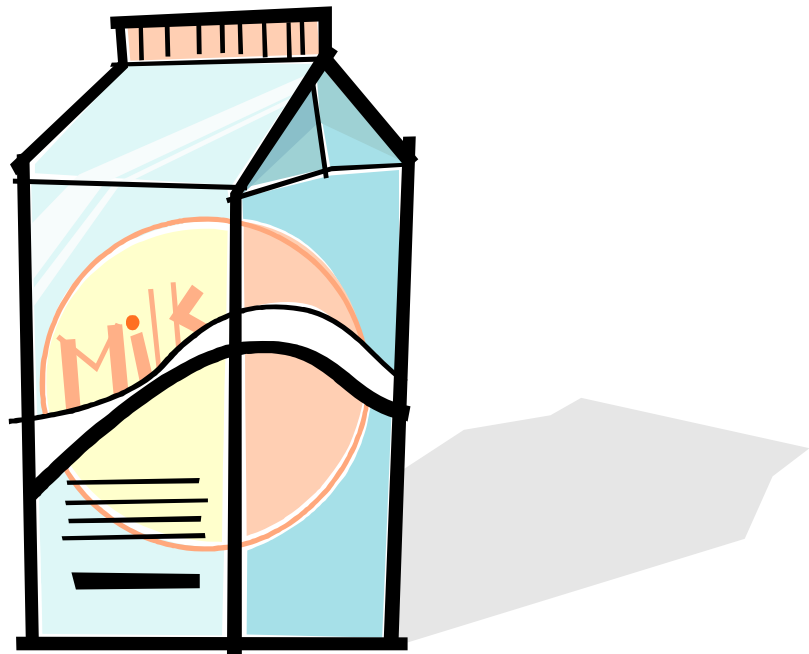
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Lemon juice									
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Marshmallows									
Molasses									
Mustard, dry									
Mustard, prepared									
Nutmeg									
Onion salt									
Oregano									
Pan coating									
Paprika									
Pepper, black									
Poultry seasoning									
Sage									
Salad dressing									
Salt									
Sesame seeds									
Soda									
Soy sauce									
Soup base									
TOTALS									

EGGS/SHORTENINGS

Grains/Breads



DAIRY PRODUCTS



Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE			
DAIRY PRODUCTS:												
Milk, 2% white												
Milk, 1% white												
Milk, whole												
Milk, 1/2 pint, flavored												
TOTALS												

Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
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	TOTALS											

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Milk, 2% white												
Milk, 1% white												
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TOTALS												

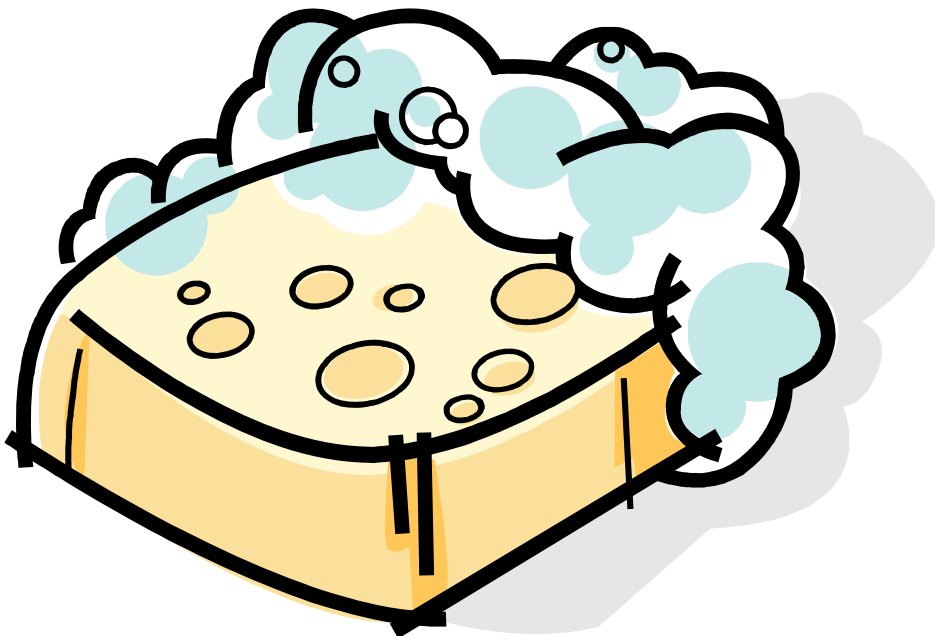
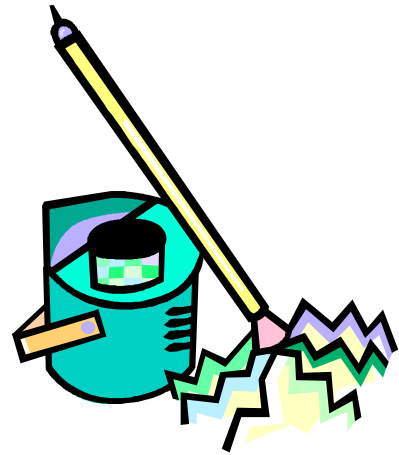
FRESH PRODUCE



Item	Month Date			Month Date			Month Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE
FRESH PRODUCE:									
FRUITS:									
Apples									
Bananas									
Lemons									
Oranges									
Pears									
VEGETABLES:									
Broccoli									
Cabbage									
Carrots									
Carrots, baby									
Cauliflower									
Celery									
Lettuce									
Onions									
Peppers									
Potatoes, white/red									
Potatoes, sweet									
Radishes									
Tomatoes									
TOTALS									

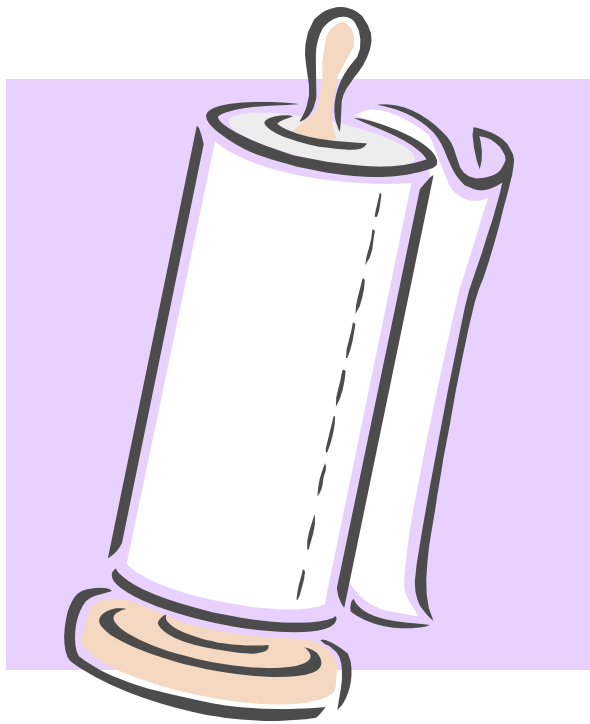
SUPPLIES

Cleaning



SUPPLIES

Paper Goods and Other Supplies



Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE			
PAPER AND PAPER PRODUCTS:												
Aluminum foil												
Aprons, disposable												
Cups, paper												
Cups, plastic												
Food trays (boats)												
Matches												
Napkins												
Pan liners												
Plastic forks												
Plastic gloves												
Plastic knives												
Plastic spoons												
Portion cups												
Straws												
Styrofoam trays												
Trash can liners												
Towels, disposable												
Vinyl film												
Wax paper												
	TOTALS											

Item	Month			Date			Month			Date		
	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE	Amount on Hand	Unit Price can/lb doz/unit	TOTAL VALUE			
PAPER AND PAPER PRODUCTS:												
Aluminum foil												
Aprons, disposable												
Cups, paper												
Cups, plastic												
Food trays (boats)												
Matches												
Napkins												
Pan liners												
Plastic forks												
Plastic gloves												
Plastic knives												
Plastic spoons												
Portion cups												
Straws												
Styrofoam trays												
Trash can liners												
Towels, disposable												
Vinyl film												
Wax paper												
TOTALS												

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