

## Food Service Physical Inventory

Dry, Frozen, Refrigerated, or Paper (Circle one) Year \_\_\_\_\_

### Instructions for Physical Inventory Form

1. Complete a separate 2 page set for each type of food such as: Dry Goods, Frozen Food, Refrigerated Food and Paper Goods.
2. Circle Dry, Frozen, Refrigerated or Paper at the top of the page.
3. Write in each different food under the FOOD column. Some types of food will have more than one entry such as:  
 Soup, Chicken Noodle  
 Soup, Tomato  
 Flour, 50#  
 Flour, 10#
4. Count only full cases unless your inventory is so small that counting individual cans works best for you. Enter the amount of cases of each food under the current month (September through May).
5. Try to do the inventory on the same day each month so that the monthly numbers are an accurate reflection of what is on hand.
6. The UNIT COST column can be filled out after you have finished writing down all the food amounts on hand. It will be the cost on your latest invoice for that food or the commodity value listed on the commodity receipt. If the food is purchased or received as commodities every month, you can figure out an average cost or change it every month to the current cost. For processed commodities, add the commodity value plus the processing fee to come up with a unit cost. If working in Excel, the UNIT COST column will automatically turn the number into a dollar value. If you type 5, it will print \$5.00 in Excel.
7. If working in Excel, the inventory form will calculate the dollar value of each 2 page set every month. The May inventory will be the school's ending inventory. You will need to manually add the May dollar value from each 2 page set to come up with the total ending inventory value.

### SAMPLE

(Dry), Frozen, Refrigerated, or Paper

FOOD	COST	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Salsa, 1 gallon	\$8.00	3	2	1	4	3	2	1	4	2
Taco Shells, 200 ct	\$6.00	1	2	1	1	1	1	1	1	1
Soup, Tomato 12/51 oz	\$20.00	2	1	3	1	1	1	0	0	0
Total Value		\$70.00	\$58.00	\$74.00	\$58.00	\$50.00	\$42.00	\$14.00	\$38.00	\$22.00

