

### Purpose of Form

Form 02AG024E is used to maintain a perpetual inventory and purchasing record for controlling meal expenditures. It is an end-of-the month inventory of all consumable items used by the food service for one month.

### Instructions

Complete site and date information.

**Beginning inventory (quantity).** Number of units on hand the first day of the month.

**Amount received (quantity).** Number of units received during the month.

**Amount used (quantity).** Amount used for meal preparation during the month.

**Ending inventory (quantity).** Physical count of all inventory items at the end of each month.

It is recommended that only full containers be inventoried. Items such as spices or condiments are not inventoried after opened.

Inventories are maintained for:

- **food** - edible food items that are procured for the project for use in meal preparation and service; and
- **meal supplies** - all items used for meal preparation and service that are inedible. Included in this category are disposable plates, flatware, napkins, polyethylene wrap, foil wrap, dishwasher detergent and rinses, and cleaning supplies used for meal preparation, service, and clean-up.

### Routing

This form is kept on location at each nutrition site for audit by the Aging Services Division (ASD), Area Agency on Aging (AAA), and nutrition project during assessment.