|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By** | Marta Hicks | **Date** | MM/DD/YYYY |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Location** | **Brand** | **Item Name** | **Purchased From** | **Date Purchased** | **Use-By Date** | **Quantity** | **Max Quantity** | **Need to Purchase** | **Notes** |
| Pantry | Mancini's Breads | Wheat bread | Restaurant Depot | MM/DD/YY | MM/DD/YY | 1 | 2 | 1 | Order from local bakery |
| Pantry | Barilla | Macaroni pasta | Dell's Co. | MM/DD/YY | MM/DD/YY | 1 | 1 | 0 | Order online |
| Pantry | Bob's | Wheat flour | Dell's Co. | MM/DD/YY | MM/DD/YY | 2 | 4 | 2 |  |
| Pantry | Bob's | All-purpose flour | Dell's Co. | MM/DD/YY | MM/DD/YY | 1 | 1 | 0 |  |
| Pantry | Bob's | Bread flour | Restaurant Depot | MM/DD/YY | MM/DD/YY | 2 | 3 | 1 |  |
| Pantry |  | Rice flour | Restaurant Depot | MM/DD/YY | MM/DD/YY | 1 | 1 | 0 |  |
| Fridge |  | Rice milk |  | MM/DD/YY | MM/DD/YY | 2 | 2 | 0 |  |
| Fridge |  | 2% milk |  | MM/DD/YY | MM/DD/YY | 2 | 3 | 1 |  |
| Freezer 1 |  | Ground beef |  | MM/DD/YY | MM/DD/YY | 1 | 1 | 0 | 10 pounds max |
| Freezer 2 |  |  |  | MM/DD/YY | MM/DD/YY |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Food+Inventory+Management+Template-word-12172&lpa=Sample+Food+Inventory+Management+Template+word+12172)MM

**Microsoft Word Food Inventory Management Template Example**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By** |  | **Date** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Location** | **Brand** | **Item Name** | **Purchased From** | **Date Purchased** | **Use-By Date** | **Quantity** | **Max Quantity** | **Need to Purchase** | **Notes** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Microsoft Word Food Inventory Management Template**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |