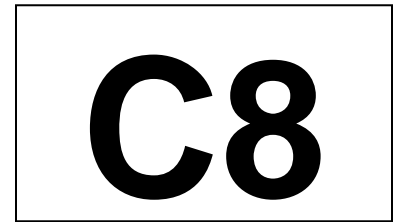


FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **INVENTORY OF COMMODITY AND PURCHASED FOOD AND NON-FOOD
ITEMS**

PURPOSE

The purpose of this procedure is to outline the process for inventory of commodity and purchased food and non-food items.

PROCEDURE

A complete physical inventory of all commodities and purchased foods and non-food items must be taken as scheduled. Inventory periods are determined by fiscal month rather than calendar month. A physical inventory schedule will be provided at the start of each school year.

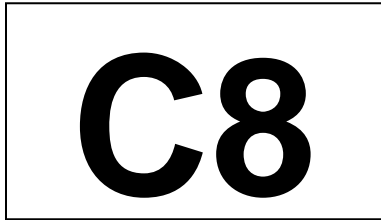
Schools will generate and print an inventory report for their school on TrakNow.

This inventory report will include all items ordered by that school for the past five weeks through TrakNow with correct inventory units listed.

All paper goods are part of the cost-of-goods-sold and must be included in the inventory.

- A. Physical inventory must be taken by the food service manager and another employee.
- B. Record physical counts on TrakNow inventory report.
 - 1. Purchased Food (Dry, Frozen and Refrigerated, Bread and Perishables)
 - 2. Commodity Food (Dry, Frozen and Refrigerated)
 - 3. Paper Goods
- C. Input and finalize inventory by the end of the day on the last Friday of the month after the Physical Inventory is taken, unless instructed otherwise.
- D. Signatures of both people taking the inventory must appear on the front page of the hard copy of the inventory report and remain on file at the school.

**FOOD AND NUTRITION
PROCEDURES**
Miami-Dade County Public Schools



Subject: **INVENTORY OF COMMODITY AND PURCHASED FOOD AND NON-FOOD
ITEMS**

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Food Service Accounting

*Revised: July 2003(6th), June 2006, July 2012, August 2022, July 2023, July 2024
Reviewed: June 2024*