

SPOT CHECK INVENTORY

DATE _____

<u>STOCK #/ DESCRIPTION</u>	<u>DMS. QTY ON HAND</u>	<u>PHYSICAL COUNT</u>	<u>DIFFERENCE</u>	<u>ADJ. TO BE MADE</u>

Retention Schedule: Upon completion, this form will be kept in a local food service filing area for one (1) year in an active file, five (5) years in an inactive file, and then destroyed.