



**GUARDIANS**  
- OF GRUB -

## STOCK CONTROL AND PURCHASING TEMPLATE

Use this list to stock check and calculate your order. Amend the list of products so that they are appropriate to your organisation. Always try and use the same measurement as your supplier. For example if they sell potatoes in 5kg bags, you should measure stock by 5kg bags to avoid confusion.

Product	Use By Date	Unit	In Stock	Standard Stock	Purchase Date	Order
<b>Vegetables</b>						
Potatoes		Bag (5kg)	½ Bag	1		
Carrots		Bag (2.5kg)	0	1	1	
Cos Lettuce						
Tomatoes						
<b>Fruit</b>						
Lemons						
Bananas						
Strawberries						
<b>Meat</b>						
Beef fillet						
Pork sausages						
Lamb cutlets						
<b>Poultry</b>						
Chicken thighs						
Chicken breast						