Inventory Count and Purchase Plan

Usable = on hand - reserved for booked events. Need = par - usable. Order = need / count units per purchase unit, rounded up. Blank counts are flagged, not treated as zero.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

Count date Feb 22, 2027

Counted by Ana (sample)

Location Main kitchen dry store and walk-in

Item	Category	Count unit	On hand	Reserved for booked events	Usable	Par level	Need	Purchase unit	Count units per purchase unit	Purchase units to order	Supplier	Price per purchase unit	Order cost	Status
All-purpose flour	Dry goods	lb	38	12	26	50	24	Bag (25 lb)	25	1	Supplier A (fictional)	$18.50	$18.50	Order
Basmati rice	Dry goods	lb	22	15	7	30	23	Bag (20 lb)	20	2	Supplier A (fictional)	$24.00	$48.00	Order
Olive oil	Oils	L	6	2	4	8	4	Case (6 x 1 L)	6	1	Supplier B (fictional)	$54.00	$54.00	Order
Large eggs	Dairy and eggs	each	90	120	-30	180	210	Case (180 eggs)	180	2	Supplier C (fictional)	$52.00	$104.00	Short for booked events
Heavy cream	Dairy and eggs	qt		4	Missing count	12	Missing input	Case (12 qt)	12	Missing input	Supplier C (fictional)	$46.00	Missing input	Missing input - check row
To-go containers, 32 oz	Packaging	each	400	150	250	300	50	Case (150)	150	1	Supplier D (fictional)	$39.00	$39.00	Order
Nitrile gloves, size M	Supplies	box	9	0	9	6	0	Case (10 boxes)	10	0	Supplier D (fictional)	$65.00	$0.00	OK

Planned order cost	$263.50
Rows with missing inputs	1
Items short for booked events	1

The planned order cost leaves out rows with missing inputs. Fix those rows before you order.
Sample: heavy cream has no count entered, so it is flagged rather than ordered as if stock were zero. Eggs are short for booked events (reserved is more than on hand).

How to use this template

1. List each item with the unit you count it in, and the purchase unit you buy it in with how many count units are in one purchase unit. No conversions are assumed.
2. Enter the count on hand and the quantity reserved for booked events (enter 0 if none). Blank counts are flagged, never treated as zero.
3. Set a par level for each item: the quantity you want available after reservations.
4. Purchase units to order round up to whole units, and order cost uses the price per purchase unit.
5. Check the status column before ordering: it flags missing inputs and items short for booked events.