

Restaurant Inventory Discrepancy Report

Date: _____

Reported By: _____

Location: _____

| Item Name | Unit | Expected Qty | Actual Qty | Discrepancy | Possible Reason |
|-----------|------|--------------|------------|-------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Additional Notes / Actions Taken:

Prepared by:

Date: _____

Reviewed by:

Date: _____