Ingredient Allocation and Release Sheet

An inventory is a count; an allocation names a current use.

Communicate the dinner job and release it when the job changes.

Hypothetical example: adults mark the recipe amount needed for Friday, identify what remains available for lunch, and remove the reservation when Friday's meal is changed.

01 Name the ingredient job

Identify the current meal and item being assigned.

Ingredient and actual package

Planned dish and meal date

Cooking adult needing the item

02 Check the allocation

Record the recipe amount and what remains available.

Required amount and units

Available amount for other use

Unresolved quantity or storage question

Ingredient Allocation and Release Sheet / Review & follow-through

03 Agree on access

Tell the other adults and choose an earlier-use alternative.

Adults informed

Alternative for an earlier meal

Necessary need requiring a plan change

04 Release or revise

Update the reservation when its meal changes.

Reservation release condition

Change communicated to the cook

Current allocation and next review