

Hotel Buffet Cost Allocation Sheet

Event Name:

Date:

Prepared by:

Buffet Items Breakdown

Item	Supplier / Source	Quantity	Unit	Unit Cost	Total Cost	Remarks
Total Food Cost						

Labor / Staffing

Role	Hours	Rate per Hour	Total Cost	Remarks
Total Labor Cost				

Other Costs

Description	Amount	Remarks
Total Other Costs		

Grand Total Allocation

Category	Amount
Total Food Cost	
Total Labor Cost	
Total Other Costs	
Grand Total	

Notes