



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Policy Number: CO010

Date: May 7, 2008

Revised On: June 22, 2012

John Griffin, Chief Financial Officer

Title Inventory Control Policy

Purpose

The University Corporation, (TUC), operates many food service units. Each of these units orders, produces and sells many items each business day. This administrative policy provides the process, guidelines and controls for accounting for those items.

Procedure:

1. All products that come into each unit must be checked in and documented according to *TUC Vendor Receiving Policy CO009*.
2. At no time should any item be consumed on the premises without a register receipt showing payment. This includes any items that are purchased using employee meal cards.
3. All items that leave the units must be accompanied by a register receipt showing payment or appropriate paperwork, according to *TUC Internal Transfer Policy CO011*. At no time is an employee allowed to take product out of the unit that was given to them from a vendor.
4. Any waste that occurs from out of date product, over producing, or any other means must be accounted for on a waste log and thrown away or given back to the vendor for proper credit.
5. At no time is it acceptable to provide any unauthorized extra product, discounts or gifts to any employee or customer.
6. At the end of each month, an inventory will be taken at each unit according to *TUC Food Service Purchasing and Inventory Policy CO008*.

Any exceptions to this policy must be **pre-approved** by an Associate Director of Commercial Services.

Failure to adhere to this policy will result in disciplinary action, up to and including possible termination.