



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

Policy Number: CO011

Date: May 16, 2008

Revised On: June 22, 2012


John Griffin, Chief Financial Officer

Title Internal Transfer policy

Purpose

The University Corporation, (TUC), produces many items in TUC food service locations which are then delivered and sold at other TUC locations. This policy provides the process, guidelines and controls for transferring this product and accounting for the costs of these items.

Procedure:

1. The TUC commissary produces items for transfer per *TUC Commissary Production Policy CO012*.
2. The TUC commissary will record all products being transferred using a Computation transfer form. The form will include the food service unit receiving the product, item description, quantities and costs. A total cost will be included on each internal transfer form.
3. TUC occasionally transfers other items besides food items from the commissary. These items will be transferred on a different internal transfer form. (Attachment #2) The same procedure is followed for this internal transfer form.
4. As the product leaves the location, the internal transfer form will be checked and verified by a supervisor. The internal transfer form will be signed by the supervisor verifying that the product leaving the location matches the quantities on the internal transfer form. Both parts of the internal transfer form will leave with the product.
5. At each delivery location, the product will be counted and verified by an authorized TUC employee as we do to any other outside vendor. (Refer to *TUC policy CO009 – Food Service Receiving inventory*). At this point, all products become the responsibility of the receiving location including any out of date items.
6. One copy of the internal transfer form will be logged at the receiving food service unit and then forwarded to Accounting along with other vendor invoices to be recorded and

processed. The delivery employee will return the second internal transfer form to the originating food service unit for review and verification.

7. At the end of each month, Accounting will accumulate the monthly transfer activity and record the appropriate dollar transfers.

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.

**THE UNIVERSITY CORPORATION
INTERNAL TRANSFER
GRAB AND GO**

GnG 0002

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Transfer To: _____

Transfer From: _____

Date: _____

SANDWICHES	ORDERED	MADE	RECEIVED	COST	EXTENDED COST
Roast Beef with Horseradish					
Roast Beef Gorgonzola					
Turkey with Pesto					
Turkey with Proscuitto					
Southwest Chicken					
Italian Chicken					
Chipotle Chicken					
Mozzerella Basil					
Muffaletta					
Vegetable Cups					
Fruit Cups					
Yogurt Parfaits					
TOTAL					

SIGNATURES REQUIRED:

Outgoing (Producing location) _____

Prep Cook _____

Incoming (Receiving location) _____

Comments:

White—Delivery Copy

Yellow—Commissary Copy

Pink—Kitchen Copy

THE UNIVERSITY CORPORATION
INTERNAL TRANSFER

TUC 0501

#2

Transfer To: _____
Transfer From: _____
Date: _____

ITEM	ACCOUNT #	PACK SIZE	QUANTITY	COST	EXTENDED COST

TOTAL					
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SIGNATURES REQUIRED:

Outgoing (Production location) _____

Incoming (Receiving location) _____

Comments:

White—Receiving Location Copy

Yellow—Production Location Copy