




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

Policy Number: CO012

Date: May 1, 2008

Revised On: June 22, 2012


John Griffin, Chief Financial Officer

Title Commissary Production Policy

Purpose

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

Procedure:

1. Food Service units needing product will provide the commissary with a daily or weekly order depending on operational needs. These orders will be compiled and maintained by the commissary manager.
2. Each day, the commissary manager will create an order in Computrition and give it to the production staff. (See attachment #1) **Need a new attachment**
3. The production staff will produce exactly what is on the log sheet and sign to verify. All production changes will be noted on the production log sheet and signed also. Production log sheets will be turned in weekly to the commissary manager.
4. The commissary manager will compare the production log sheets to the Computrition report, (See attachment #2), to ensure accuracy.
5. A monthly report is given to accounting for all activity. This is cross referenced with order history.
6. A quarterly review will be conducted by TUC Food Service management.

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.

| Grab N Go Daily production log | | | | | |
|--------------------------------|--------|-----------------------|--------|---------------------|----------|
| Monday | | | | | |
| Total Ordered * | Monday | Total Produced * | Monday | Reason for Variance | Initials |
| Fruit Cups | 0 | Fruit cups | | | |
| Carrots and Celery | 0 | Carrots and Celery | | | |
| Yougurt/ Parfait Cups | 0 | Yougurt/ Parfait Cups | | | |
| Sandwiches | 0 | Sandwiches | | | |

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TOTALS
SUPPLIED AND AREAS

| | Monday | Tuesday | Wednesday | Thursday | Fri. | Total |
|---|--|---------|-----------|----------|------|-------|
| Mercantile | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| PUB | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Edge | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| Freudian Sip (Book Store) | 4 Fruit cups & 4 yougurt Parfait cups no strawberrys days requested. | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Arbor Grill | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| Arbor Grill- Freudian Sip | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| MARKETPLACE | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| La Tienda | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| Freudian Sip- Market Place | | | | | | |
| Fruit cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Ordered * | | | | | | |
| Fruit Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrots and Celery | 0 | 0 | 0 | 0 | 0 | 0 |
| Yougurt/ Parfait Cups | 0 | 0 | 0 | 0 | 0 | 0 |
| Sandwiches | 0 | 0 | 0 | 0 | 0 | 0 |
| * Any variance from order amount must be noted on the daily sheets | | | | | | |

**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