



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

Procedure Number: CO003

Date: March 7, 2005

Revised On: June 12, 2012

John Griffin, Chief Financial Officer

Title: Procedure for tracking Food Service Sales Returns

Statement:

This procedure will document the tracking and reporting of food service sales returns.

Procedure:

1. Upon completion of their shift, cashiers must present all sales return item receipts to their supervisors. (*See: TUC Procedure for Food Service Sales Returns, dated 3/7/05.*)
2. The supervisor will forward the sales return item receipts to the cash room by attaching them to the Daily Sales Report to be included in the deposit bag.
3. The cash room will compile sales return item receipts from all food service units into a bundle that will be forwarded, with the Daily Sales Reports, to the TUC Accounting Department.
4. Accounting Department personnel will reconcile each food service unit's receipts against a Return Item Detail Report. (*Attachment 1*) The data will then be logged on the Return Item Tracking Form, (*Attachment 2*), located at: T:\USER\Shared\Track\return items.
5. The sales return item receipts will be stored with the Daily Sales Reports for a minimum of three years.
6. Any suspicious or questionable data patterns should be brought to the attention of the Chief Financial Officer and/or one of the Associate Directors of Commercial Services.
7. A monthly Sales Return Item Activity Summary will be presented at the TUC Financial Review each month.

Distribution: Supervisors  
Managers