




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

Policy Number: CO009

Date: February 26, 2008
Revised On: June 22, 2102



John Griffin, Chief Financial Officer

Title Vendor Receiving Policy.

Purpose

The University Corporation, (TUC), receives a large quantity of vendor items in our Food Service operations on a daily or weekly basis. This policy, in conjunction with *CO008 – Procedure for purchasing and counting Food Service inventory*, provides the process, guidelines and controls for receiving vendor items.

Procedure:

1. All vendors will bring their products to the BACK door of the Food Service unit and await check in. The only exceptions to this are units where there is no back door or the physical layout of the location prevents it. In these cases, the vendor should wait outside the alternate entrance for check in.
2. **Vendors will leave their products OUTSIDE the door and await check in by an authorized TUC employee. At no time will a vendor be allowed to enter a store with products that have not been counted and matched to the invoice by an authorized TUC employee.**
3. If the vendor is giving TUC credit for any items, they must be left at the door. They are not to be left in the store or taken away from the door until they have been matched against the invoice and signed for.
4. No exchanging or swapping of products is allowed. **All products leaving the store must be accompanied by an invoice or credit memo.**
5. Only pre-approved authorized personnel are allowed to check in a vendor. A list of authorized personnel is to be posted in each location.
6. The vendor must provide the original copy of the invoice to the receiver for check in. If electronic check-in is being used, the picking list must be retained and compared to the final invoice to ensure that they match.

7. The receiver will count and verify that each individual item matches the invoice. The vendor will assist the receiver by providing an unobstructed view of every item. In some cases, boxes will need to be emptied and pallets will need to be un-stacked. **Each line item on the invoice needs to be checked off with a clear check mark to help insure accuracy.**
8. Only after verifying that every item matches the invoice, including credits, will the invoice be signed by the receiver and the vendor allowed in the store. The original copy of the invoice will be left at the store and logged by the unit manager.
9. Prior to exiting the store, the vendor's boxes will be checked by an authorized TUC employee to make certain they are empty. Only after the boxes are checked will the vendor be allowed to take his credits away from the back door.

Any exceptions to this policy must be **pre-approved** by an Associate Director of Commercial Services. Any known exceptions to these procedures will be documented and kept on file.

Failure to adhere to these policies may result in termination of business with the vendor and disciplinary action against the employee.

Burger King Inventory

Month:					
TO BE COMPLETED BY TWO PEOPLE!!					
Items		Unit	Cost	Qty	Extension
<u>Freezer</u>					
Beef-Burger 2.2 oz	252	252 each case	\$43.72		\$0.00
Beef-Whopper 4 oz	144	cs	\$45.30		\$0.00
Beef-Angus		3.8 oz	\$105.73		\$0.00
Biscuit	168	cs	\$17.86		\$0.00
Bread-Small Sourdough		cs	\$12.56		\$0.00
Cheesecake	72	cs	\$41.06		\$0.00
Chicken Fritter	40	lbs	\$92.41		\$0.00
Chicken Fries		40 lb case	\$83.40		\$0.00
Chicken-Patty	144	cs	\$49.89		\$0.00
Chicken- Tendergrill	127	127 each case	\$100.18		\$0.00
Chicken Tenders		24 lbs	\$33.26		\$0.00
Cinimini	306	cs	\$18.47		\$0.00
Coffee Regular		cs	\$80.51		\$0.00
Coffee Decaf		cs	\$83.63		\$0.00
Croissant	150	cs	\$22.99		\$0.00
Eggs- Omelet	225	cs	\$33.16		\$0.00
Fish Fillet		cs	\$48.20		\$0.00
French Toast Sticks		16 lb	\$13.49		\$0.00
French Fries		36 lb case	\$15.51		\$0.00
Hash Browns		30 lb case	\$11.92		\$0.00
Mushrooms	20/12oz		\$35.08		\$0.00
Onions-Fire Grilled	30	lbs	\$46.11		\$0.00
Onion Rings	35	lbs	\$23.59		\$0.00
Pie-Dutch Apple	72	cs	\$28.90		\$0.00
Pie-Hershey	72	cs	\$35.25		\$0.00
Sausage	160	cs	\$18.91		\$0.00
Tacos	360	cs	\$43.42		\$0.00
Veggie Patty	144	cs	\$71.64		\$0.00
					\$0.00
<u>Refrigerator</u>					
					\$0.00
Bacon	1800	cs	\$110.67		\$0.00
Carrots			\$7.64		\$0.00
Cheese-Sliced American	40	lbs	\$61.93		\$0.00
Cheese-3 Cheese Blend		12 lbs	\$22.21		\$0.00
Cheese- Swiss		cs	\$27.82		\$0.00
Creamer-Half & Half	400	cs	\$8.10		\$0.00
Dressing-Caesar	120	cs	\$16.83		\$0.00
Dressing-Ranch & BBQ	120	cs	\$13.27		\$0.00
Dressing-Fat Honey Mustard	60	cs	\$8.46		\$0.00
Dressing-Italian Lite	60	cs	\$8.18		\$0.00
Ham Sliced		1.35lb	\$25.96		\$0.00
Icing-Cinimini	300	cs	\$25.24		\$0.00
Lettuce Iceburg	24	lbs	\$11.44		\$0.00

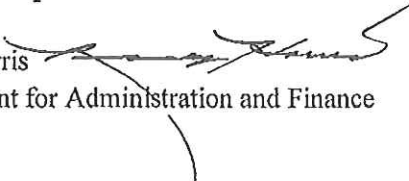
A RENTAL CONNECTION
 ACADEMY AWNING, INC.
 ALLIED BEVERAGES INC
 ALTA DENA DAIRY
 ALTON BUILDERS
 AMCOM FOODSERVICE
 ANGELICA TEXTILE SERVICES
 ANHEUSER-BUSCH
 AVANTI RESTAURANT
 BIMBO BAKERIES USA INC.
 BROOKLYN BAGEL BAKERY
 BROWN BAG SANDWICH CO
 CALIFORNIA RESTAURANT ASSOCIATION
 CAMPUS CARDS BY LOIS GAMIEL
 CENTRAL BOEKI CALIF. LTD
 CINTAS FIRST AID & SAFETY
 COMMERCIAL MEAT CO INC
 COOPERS COLD FOODS INC
 CORE-MARK
 COUNTY OF LOS ANGELES
 CULINARY SOFTWARE SERVICES
 CULINARY STAFFING SERVICE
 DAILY NEWS LOS ANGELES
 DANDY DONS
 DAYDOTS
 DIFATTA GRAPHICS
 DUFFY & ASSOCIATES
 EAGLE BEVERAGE
 ECOLAB
 ELIASON CORPORATION
 ESKIMO PIE FROZEN DIST.
 FARMER BROTHERS
 FOLLETT HIDHER EDUCATION GROUP
 FRANKS NURSERY & FLORIST
 FREUND BAKING CO
 FRITO LAY INC
 GARCIA SOLIS FOODSERVICE
 GIANT CO2
 GOLDBERG & SOLOVY FOODS INC
 GOLDEN WEST PRODUCTIONS DISTRIBUTION
 GOT KOSHER?, INC.
 GOURMET SNAKS
 GREAT CIRCLE FAMILY FOODS INC
 HERITAGE FOODS
 HOLLYS CAKES & PASTRIES
 HOLSUM
 INDIVIDUAL PAPER PRODUCTS
 INTERSTATE BRANDS CORP
 JACMAR FOODSERVICE CORP
 JAG
 JAMES GUIBOA
 JOE TO GO / SUPREME BEAN COFFEE
 JORDANO'S
 KENNEDY WHOLESale INC
 KIKKA RESTAURANT
 KRISPY KREME
 LA BREA BAKERY INC
 LE NOUVEAU MOULIN ROUGE BAKERY
 LEHMAN FOODS
 LENNY & LARRYS INC
 M&J VIDEO COMMUNICATIONS, INC.
 MBM FOODSERVICE DISTR
 MCCLANE FOODSERVICE DISTR
 MERRILL BEVERAGE INC.
 NAKED JUICE
 NATURE'S PRODUCE
 NEWHALL COFFEE ROASTING CO
 NEXTEL COMMUNICATIONS
 NIKOLA'S BISCOTTI
 NOAH HETER
 NORTH HOLLYWOOD ICE
 NORTHRIDGE PRODUCE
 ORANGE BANG
 ORGANIC TO GO
 OTIS SPUNKMEYER
 P & R PAPER SUPPLY CO INC
 PAGE FOODS
 PATTY'S PRESTO PIZZA INC
 PEPSI COLA COMPANY
 PPI
 PRODUCTS UNLIMITED
 R&R SAFES
 REPUBLIC MASTER CHEFS
 REPUBLIC UNIFORM
 RUBBER STAMPS TODAY
 SALADS GALORE
 SAN ANTONIO WINERY
 SARA LEE COFFEE & TEA
 SERVICEPRO PEST MANAGEMENT CO
 SNAK CLUB
 SOUTHERN WINE & SPIRITS
 SO'Y NATURAL
 SPEED PRO SIGNS PLUS
 SPORTS NUTRITION
 SYSCO-CONTINENTAL FOOD SERVICE
 TAVERN SERVICE COMPANY
 TRUELINE ELECTRIC COMPANY
 UNIVERSITY FOODS
 US FOODSERVICE/SOUTHERN CALIFORNIA
 VIKING OFFICE PRODUCTS
 VISTAR CORPORATION
 W G BEST WEINKELLEREI INC
 WAFFLES OF CALIFORNIA
 WESTERN BAGEL TOO
 YOUNGS MARKET CO
 YUM RICH DONUTS

California State University
Northridge

Memorandum
OFFICE OF THE VICE PRESIDENT
ADMINISTRATION AND FINANCE

To: Tom McCarron, Executive Director
University Corporation

Date: June 11, 2007

From: Randy J. Harris 
Vice President for Administration and Finance
And CFO

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Subject: Mitigating Controls Processes

In conjunction with the issuance of The University Corporation's revised 'Procedure for purchasing and counting Food Service inventory,' I have reviewed and approved the mitigating controls referenced therein.