Title: Procedure for changing safe combinations – TUC Food Service

Statement

This procedure is established to address the issue of changing combinations for the safes utilized by The University Corporation – Food Service units. A Commercial Services Associate Director is responsible for maintaining and controlling the safe combinations. A Commercial Services Associate Director is responsible for determining which employees need to have access to the safes and maintaining a list of said employees. All personnel of The University Corporation – Food Service units are expected to follow the procedure as detailed herein.

Purpose

To provide The University Corporation with a procedure to follow when Food Service personnel with access to safe combinations terminate their employment with the Corporation.

Procedure

1. A University Corporation food service employee with safe access terminates their employment with the Corporation:

   A Commercial Services Associate Director will initiate a service call to a local locksmith to request the safe combinations be changed. After the safe combinations have been changed the Senior Executive Chef will communicate the new combinations to the appropriate personnel.

2. A new list of employees with access to the safe is created.
Procedure Number: CO005a

Original Date: May 21, 2003
Updated: January 25, 2006
Revised On: June 27, 2012

John Griffin, Chief Financial Officer

Title: Safe Combinations List – TUC Food Service

Statement

The list below outlines which TUC locations have safes and which unit manager has access to them.

**Matador Bookstore**
The Edge
Burger King
Freud MBC
Juice It Up

Dorothy Emick, Anne Clancy, Ernesto Marmol
Luis Aguirre, Zuita Contador
Danny Lopez, Julie Pullen
Leslie Escobar, Luis Aguirre, Zuita Contador

**USU**
The Mercantile
Freud USU
Subway
The Pub

Gilda Hendrickson, John Johnson
Sam Van Buskirk, Julie Pullen
Emraida Ortanez, Michael Burks, Albert Villasenor
Emraida Ortanez, Genoveva Diaz, Albert Villasenor

**SSU**
Geronimo's
La Tienda

Julie Pullen, John Johnson, Brendan Tinoco, Kenny Tervalon
Annette Young, Mike Lennon

**SC**
The Marketplace/Freud SC

Albert Villasenor, Lily Guajardo, Alex Hernandez, Gregory Rivera

**Other**
T! Arbor Grill
The Orange Grove Bistro

Greg Rivera, John Johnson, Teri Bott, Alberto Villasenor
Keren Aks, William Aleman
THE UNIVERSITY CORPORATION

Procedure Number: CO006

January 25, 2006
Revised On: June 22, 2012

John Griffin, Chief Financial Officer

CATERING BILLING PROCEDURES

1) Create Banquet Event Order (BEO) including:
   a. Contact person's name and department (if on campus)
   b. Address (including mail drop if on campus)
   c. Phone number, cell phone number & email address
   d. Customer number from the PeopleFinder Customer List
   e. Method of payment (Mastercard, Visa/Pro card, AMEX number & expiration date)
   f. Direct pay stamp/Purchase Order Number

2) After event is completed:
   a. Make any modifications to BEO
   b. Assign a billing number (BEO No.)

3) Take revised BEO to TUC Accounting with:
   a. Billing number
   b. Payment
   c. Signed copies

4) TUC Accounting will:
   a. Calculate the tip info
   b. Create invoice
   c. Send invoice to client (on campus or offsite)
   d. Follow up on unpaid invoices