



Procedure Number: CO005

Original Date: May 21, 2003

Updated: January 25, 2006

Revised On: June 22, 2012


John Griffin, Chief Financial Officer

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	Dorothy Emick, Anne Clancy, Ernesto Marmol
Burger King	Luis Aguirre, Zuita Contador
Freud MBC	Danny Lopez, Julie Pullen
Juice It Up	Leslie Escobar, Luis Aguirre, Zuita Contador

USU

The Mercantile	Gilda Hendrickson, John Johnson
Freud USU	Sam Van Buskirk, Julie Pullen
Subway	Emraida Ortanez, Michael Burks, Albert Villasenor
The Pub	Emraida Ortanez, Genoveva Diaz, Albert Villasenor

SSU

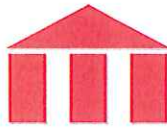
Geronimo's	Julie Pullen, John Johnson, Brendan Tinoco, Kenny Tervalon
La Tienda	Annette Young, Mike Lennon

SC

The Marketplace/Freud SC	Albert Villasenor, Lily Guajardo, Alex Hernandez, Gregory Rivera
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Other

The Arbor Grill	Greg Rivera, John Johnson, Teri Bott, Alberto Villasenor
The Orange Grove Bistro	Keren Aks, William Aleman



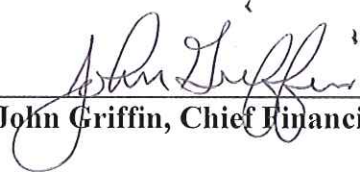
The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

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