Title: Safe Combinations List – TUC Food Service

Statement

The list below outlines which TUC locations have safes and which managers have access to them.

**Matador Bookstore**
Matador Mercado
Albert Villasenor, Leslie Escobar, Anne Clancy, Jake Boger, Melissa Argueta

Burger King
Zuta Contador, Luis Aguirre, Bhanu
Kiram, Ravi Teja

Juice it Up
Leslie Escobar, Albert Villasenor, Victoria De Leon, Zaira Garcia, Veronika Calzolari

**USU**
Matador Mercado
Michelle Zakosek, Paris Reigert, Aicket Kelwadkar, Rahul Sharma, Gilda Hendrickson

Freud USU
Emraida Ortiz, Liliana Guajardo, Christian Salazar, Daisy Tran, Carlos Perez

Subway
Jocelyn Allison, Jocelyn Dario, Cori Zakosek, Carlos Montes, Matthew Quinterc
Marie Pastelero

The Pub
Jocelyn Allison, Geneveva Diaz, Rose Quinto, Jocelyn Dario

**Housing**
Geronimo's
Ky Do, Brendan Tinoco, John Johnson, Benjawan Kumodsri
Gabriela Ramos, Harvey Gill, Monali Vakil, Jocelyn Noblejas
Matador Mercado  Annette Young, John Johnson, Wendy Saquic, Gabriel Diaz
Freud Housing  Emraida Ortanez, Yamshi Somisety, Julia Casiano, Sherice Williams
SC  Julie Pullen, Brian Edan, Michaela Howard, Adriana Beltran, Parth Pandya, Jesu Garcia
The Marketplace  Emraida Ortanez, Ana Salazar, Francesca Finch, Luke Polus, Brittany Alvarado, Gisela Garcia
Freud SC  
Other  Emraida Ortanez, Morgan Dryer, Michelle Villageas, Caitlyn Murphy, Yvette Mendoza, Carlos Perez, Francesca Finch, Peter Ignacio, Christopher Esselborn, Cory Konter, Star Alcazar, Fernando Cacho, Alejandra Gonzalez
Freud OL  Stephanie Goodson, WilliamAleman, Merilyn Michel
Arbor Grill  Michelle Zakosek, Alan Saavedra
OGB
Procedure Number: CO005

Original Date: May 21, 2003
Updated: January 25, 2006
Revised On: October 6th, 2017

Lihy Wu, 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 or Director is responsible for maintaining and controlling the safe combinations. A Commercial Services Associate Director or 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 the campus lock shop or local locksmith to request the safe combinations be changed. After the safe combinations have been changed the Associate Director or Director will communicate the new combinations to the appropriate personnel.

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