

REQUISITION MANAGEMENT FOOD AND BEVERAGE STORES

CODE: P042

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

Last Reviewed: February 2021

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Purpose

The procedure for pre-approving requisitions, duly handing in the Requisitions for the F&B Lectures as indicated, market lists, orders and organisation.

Scope

To guide the Senior Store keeper in the management and processing of the F&B related requisitions.

Staff responsible for procedure

F&B lecturers/Senior Store keeper/Stores Head of Department.

Responsibilities and Monitoring

The Senior store keeper shall monitor that procedure is followed and is in line with ITS policies and any emerging issues.

The Food & Beverage stores Manager Head of Department is responsible to oversee this procedure.

Procedure

- Only the self-costed requisition template shall be accepted for any food & beverage related products (see attachment 1).
- The requisitions for the upcoming scholastic year must be sent to the F&B Production Co-Ordinator by mid-June, every year.
- The Lecturers are requested to create a recipe for 1 student/customer, depending on the location of the lesson. The requisitions are then **blocked** and cannot be amended. Only the Personal and Lecturer's details are left accessible.
- The requisitions must be vetted by Lecturers as a double check before being authorized by the management.
- The authorized requisition cannot be amended thereafter.
- The F&B Head of Department will process the requisition and create the yearly product list.
- The lessons will be filed according to the Module in folders and uploaded in SharePoint to be accessible by all concerned Lecturers and supporting staff.
- Once approved, the Product list is segmented by categorizing the products into Eight (8) main categories specifically:

Asian products

Bread products

Dairy products

Pastry products

Meat & Poultry products

Fish & Shellfish products

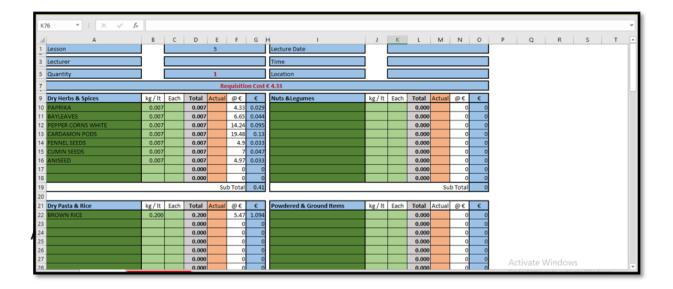
Disposables

Beverages (including alcoholic drinks, mixers, water, wine and beer)

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 The whole scholastic year's Product List is prepared during the summer period, in tri-weekly periods on which a Procurement Plan will be planned and implemented. Common ingredients within different periods will be combined in a single order to increase efficiency and decrease the possibility of double invoicing.

Attachment 1: New Requisition Template



Records management

- The Senior Store keeper must maintain all relevant records in a soft copy and/ or hard copy to administering this policy and procedure.
- These records must be kept for 5 years.
- All relative documentation must be stored in clearly specified file in the PC or Laptop, backed by copies in SharePoint