

REQUISITION HANDLING COMMUNICATION - FOOD AND BEVERAGE STORES

CODE: P041

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

Purpose

To set a process for how and when the F&B lecturers must hand in the requisitions to the F&B store in a requisite timetable, as set by the F&B stores manager.

Scope

To set a clear procedure on how the Lecturer shall hand in the requisitions to the F&B stores and the process in the Food Stores thereafter.

Staff responsible for procedure

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

Responsibilities and Monitoring

Monitor that procedure is in line with ITS policies and any emerging issues. The F&B lecturer is responsible to compile the requisitions correctly including product specifications and quantities according to the number of students or customers, depending on the venue.

The Senior Store keeper is responsible to gather the requisitions and file them according to the date and time of the lesson.

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

Procedure

- The lecturer must double check that all products and relative quantities are duly compiled in the requisition before handing it in to the F&B stores.
- The requisitions should be pre-authorized by the F&B Academic Manager.
- **No other product apart from the ones on the pre-authorized requisitions are to be issued from the F&B stores.**
- The lecturer shall send an email on requisitions@its.edu.mt with an attachment of the requisition/s including all the necessary details (as per attachment 1). The F&B Academic Manager, Stores Head of Department and Senior Storekeeper must be copied.
- The requisition shall reach the F&B stores in timely manner, as indicated by the F&B Stores Head of Department or his delegate.
- The only accessible tabs on the requisition Template are:
 - Lecturer's name
 - Lecturer Date
 - Time of lesson
 - Location
 - Quantity (which will automatically amend the whole requisition accordingly)
- Any changes in requisition or special requests are to be communicated by the Lecturer through email, copying the F&B Academic Manager and F&B stores

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head of department for approval, by not later than 2 weeks before the date of the lesson.

- All information must be communicated to the food store on requisitions@its.edu.mt only. Information communicated on other email or by other means of communication will not be considered.

Attachment 1: New Requisition Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Lesson				5			Lecture Date							
3	Lecturer							Time							
5	Quantity				1			Location							
7	Requisition Cost € 4.33														

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 Share point or as hard copy in a clear and organised manner.