

REQUISITION MANAGEMENT - FOOD AND BEVERAGE **STORES**

CODE: P042

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

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

Lesson	5					Lecture Date							
Lecturer						Time							
Quantity	1					Location							
Requisition Cost € 4.33													
Dry Herbs & Spices						Nuts & Legumes							
	kg / lt	Each	Total	Actual	@ €	€	kg / lt	Each	Total	Actual	@ €	€	
10 PAPRIKA	0.007		0.007		4.33	0.029			0.000		0	0	
11 BAYLEAVES	0.007		0.007		6.65	0.044			0.000		0	0	
12 PEPPER CORNS WHITE	0.007		0.007		14.24	0.095			0.000		0	0	
13 GARDAMON PODS	0.007		0.007		19.48	0.13			0.000		0	0	
14 FENNEL SEEDS	0.007		0.007		4.9	0.033			0.000		0	0	
15 CUMIN SEEDS	0.007		0.007		7	0.047			0.000		0	0	
16 ANISEED	0.007		0.007		4.97	0.033			0.000		0	0	
17			0.000		0	0			0.000		0	0	
18			0.000		0	0			0.000		0	0	
Sub Total						0.41	Sub Total						0
Dry Pasta & Rice						Powdered & Ground Items							
	kg / lt	Each	Total	Actual	@ €	€	kg / lt	Each	Total	Actual	@ €	€	
22 BROWN RICE	0.200		0.200		5.47	1.094			0.000		0	0	
23			0.000		0	0			0.000		0	0	
24			0.000		0	0			0.000		0	0	
25			0.000		0	0			0.000		0	0	
26			0.000		0	0			0.000		0	0	
27			0.000		0	0			0.000		0	0	
28			0.000		0	0			0.000		0	0	

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