

INTER DEPARTMENT TRANSFERS

The food and beverage department will adhere to all the policies and procedures established by the cost control department.

The purpose is to ensure that all transfers between outlets are properly recorded and integrated into the month end figures.

It is policy of the cost control department, that all transactions between any stockroom are properly recorded and these record are given to the cost controller on a daily basis.

PROCEDURES

If any item is transferred between two outlets, it has to be recorded on a inter departmental transfer

The following information is required on this form.

- . Supplying outlet
- . Receiving outlet
- . Date
- . Item number
- . Item description
- . Quantity received
- . UOM of item
- . Quantity received
- . Signature of supplying party
- . Signature of receiving party