

	RESOURCE LIBRARY – ACCOUNTING Flower Arrangements	CODE: 05.06.011
		EDITION: 1
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PURPOSE 目的

To ensure an adequate control of flower arrangements.
 确保对鲜花的布置有一适当的管理

POLICY 程序

- According to the need of the hotel, a list of permanent location of flower arrangements, such as flowers displayed at the reception counter and F&B outlets etc. should be pre-approved by the General Manager. This required quantity will be ordered from a pre-selected flower supplier monthly.
 根据酒店的需求，关于鲜花布置的固定放置位置需列一清单，如鲜花陈设在接待柜台及餐厅楼面等，该清单应事先经得总经理的批准。这些需求的数量应通过事先选定的鲜花供应商进行每月订购
- Any additional order of flowers, such as for VIP guests, or for banquet requirement etc should be done with a Flower Request form. This form should be filled out by the requested department and submitted to the Housekeeping Department for ordering well in advance (especially large quantity) to avoid increase of flower cost. For each order (per event) larger than CNY500, the Flower Request must be approved by the DOFC, DGM and GM.
 任何新增的鲜花订购，如贵宾的鲜花配置、或宴会需求等均需有鲜花申请单。该申请表应由申请部门填写并递交客房部以做好提前预定并避免鲜花成本的上升（特别是数量大时）。对于每份（每个宴会）超过人民币500元的订单，则鲜花申请表必须经过财务总监、副总经理及总经理的批准
- At the end of the month, the Executive Housekeeper needs to prepare a Flower Consumption Report by department and by outlet. He/she submits the report together with a copy of the flower requests to the Finance Department for further action.
 月末，行政管家需按部门及餐厅编制一份鲜花消耗报告。该报告需随附相关鲜花申请单并递交财务部以作进一步处理