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Section: Operations	
Subject: Interdepartmental Transfers	

Interdepartmental Transfers:

All operations are responsible for their own expenses. It is required that all product moving from one operation to another follow these procedures to ensure that expenses are applied accurately.

Procedures:

1. The Operation Manager or designated person(s) from the operation needing the transfer contacts the Operations Manager or designated person(s) to request a transfer of product.
2. The Operation Manager transferring the product keeps a detailed record of all items transferred including:
 - a. Product name and classification (aka, drink, candy, cups, etc.)
 - b. Amount of product transferred
 - c. Cost of product transferred
 - d. Which operation gave the product and which one received it
2. The transfer sheets are emailed to the Business Office by the 2nd business day of the month
3. The Business office will create a journal entry to move the expenses to the correct operation.

NOTE: Operations Managers may simply swap product as appropriate without going thru the transfer process. Only Operations Managers may do this.