



Date Issued: January 2011	Policy Number: 400
Date Revised: May 2016	
Section: <b>Bakery and Commissary</b>	
Subject: <b>Bakery/Commissary New Item Request</b>	

## **Bakery/Commissary New Item Request Policy:**

Any time a new item from Triple Beam Bakery or Aggie Eats Commissary is needed for any reason; there is a request form to be filled out and turned into Executive Chef over the Bakery/Commissary.

### **Procedure:**

1. Whenever possible, requests for new catalog items should be made during the month of May when the bakery and commissary have the most time to test and develop new recipes
2. Fill out a Bakery Commissary New Item Request form 400a.
3. Scan and email form to the Executive chef over the Bakery and Commissary [don.donaldson@usu.edu](mailto:don.donaldson@usu.edu)
4. Executive Chef will discuss a timeline with the relevant operation managers and propose a date for sampling
5. If the new item needs to be revised, the Executive Chef will propose a new timeline for revision and tasting.
6. Bakery or Commissary manager will work with the costing clerk to calculate the cost of the new item
7. New item information will be sent to the CBA website administrator to be added to the catalog