

## Billy Geltmaker

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**From:** Billy Geltmaker  
**Sent:** Monday, March 07, 2016 2:11 PM  
**To:** Blankenbaker 14 Theatre; Brandywine 14 Theatre; Northgate 14 Theatre; 'Xscape Theatres'; 'Terrence Johnson'; 'Jason'; 'keving@xscapetheatres.com'  
**Cc:** 'sbagwell (scottb@patokacapital.com)'  
**Subject:** SOP - Unopened Case Count Verification "REVISED"

### SOP – Unopened Case Count Verification

Going forward all new cases will be opened by an employee and a manager in front of a camera. If there happens to be a case shortage/overage the manager will forward me an email and copy Scott and the GM letting us know immediately. At this point I will either approve/deny you to deliver those shortage/overage items out of the system. If you are pre-counting bags, trays, etc. and do not mean to put any out at the concession stand at that time you will immediately make the case correct with stock from the stand and seal it as a full case with packing tape and the manager and employee who counted it will write their names and date the case. Below is the information I need when informing me of a case overage/shortage before I can approve a correction.

Item name  
Shortage/overage amount  
Employee who counted  
Manager who counted  
Camera you counted it in front of  
Date counted  
Time counted

After Corporate authorization pull footage and save on a thumb drive that will be kept secure in the safe so an auditor may review for proof if needed. Name the video - Stock Verification "Date". **Note - if no video backup is available for review at the time of audit the stock will then be added back to your inventory.**

Please put this SOP in section 3 after the Corporate VIP Pass Instructions, revised table of contents to be sent out soon.

## William Geltmaker

### District Manager

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