

SOP- Purchasing Sellable or Non-sellable Items from Non-Preapproved Vendor:

In the event that you run out of a sellable or non-sellable product and need to purchase from a Non-Preapproved Vendor (Examples of preapproved vendors are Vistar, Sysco, Coke, Ice Cream and Alcohol Distributors--If unsure who is your preapproved vendor, contact Ops) you must take the following steps

- You must contact Ops via email for approval first before making purchase
 - Send Email to
Ops (scottb@patokacapital.com, billyg@patokacapital.com, theater GM, Area Supervisor)
- Subject Line: Theater, Approval to Purchase (item), Date
(ex. BW14, Approval to Purchase Hot Dogs, xx.xx.xx)
- Body of Email
 - What item you need to purchase
 - Why you need to purchase the item
 - How many you would like to purchase
 - Where you plan to purchase from
 - How much money you are taking from Petty Cash
- Once approved, you may remove the money from Petty Cash and purchase item. You will then need to follow up with placing change and receipt back into safe.
 - You may purchase the product if you've not received a reply within 1 hour to assure we maintain guest services at a high level. Still follow the above and below instructions.
- Once purchase was made, you must send a copy of receipt and picture of item showing quantity of item for approval to receive into your inventory.
 - Reply to current email thread, do not start a new one
- Thursday night you will need to include a copy of the approved email and receipt with your weekly concession report and weekly packet.

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