

GM Food Transfer Mileage Policy

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Effective June 19, 2024, General Managers will be reimbursed for mileage expenses incurred while conducting product transactions with other stores. This policy is implemented to facilitate the smooth exchange of goods between stores and to ensure that inventory levels are accurate and up to date.

The Store Food Transfer Verification Log form must be used for each product transaction. This form serves as a record of the transaction and must include the following information:

- Date of the transaction
- Store locations involved in the transaction
- Product(s) involved in the transaction
- Quantity of each product exchanged
- Signature of the Manager completing the transaction

Failure to complete and submit the Store Food Transfer Verification Log form and mileage for each product transaction within 24 hours of the transaction will result in formal disciplinary action. This policy is in place to ensure the accuracy of inventory records, monitor the volume of products bought and sold, and facilitate the efficient movement of products between stores.

General Managers are responsible for ensuring that they and their teams comply with this policy. By following these procedures, we can maintain accurate inventory records, monitor product movement, and ensure a smooth and efficient product exchange process between stores.

Reminder that only GM, AGM(-r) and SGM are allowed to pick up product.

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