	RESOURCE LIBRARY Inventory – Receiving – Cost Control F&B Inventory Par Stock	CODE: 05.02.003
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PURPOSE 目的

The quantities of inventory items (in-use) can be maintained at an optimum level consistent with actual usage and need, minimizing par inventory. Stocks can be replenished on an item-for-item basis, ensuring against undetected pilferage or misuse. On-hand quantities can be physically verified (counted) on a frequent, surprise basis, since stock levels should never vary from day to day. And the number of trips to the storeroom is reduced. 使用的库存物品要保持在最优水准，其中包括实际使用和需要，来尽量减少标准库存。库存补货要按照以货补货的基础，确保防止未被发掘的偷窃或者不当使用。在手数量可以实际核实，通过经常抽查的形式进行，存货的水平应该不要每天都有差异。减少了去仓库的次数。

The maintenance of par stocks is mandatory for beverage outlets, including mini-bars and room service. 饮品的标准库存的维护为强制性的，包括迷你吧和客房服务。

POLICY 程序

OPTIMUM LEVELS AND INITIAL ESTABLISHMENTS 最优水准和初始设定

- A successful par stock system depends on reasonable stock levels.
一个成功的标准库存取决于合理的存货水准。

After Food and Beverage Manager has determined the selection and quantities to be included in the par stock(s), a par stock listing should be typed for each outlet, itemizing:

在餐饮部经理决定选择和定量标准库存后，一份标准库存清单应该归类在每一个售货点，清单包括：

1.


- The type and brand of each item included.
包括的种类和品牌
- The authorized quantity of each item.
每一个物品的授权数量

Par stock listings should be approved by the Food and Beverage Manager and distributed as follows:
标准库存清单应该被餐饮部经理批准并且分发到下列部门：

- Original - Retained by Food and Beverage Manager
原件—由餐饮部经理保存
- Copy #3 - To Financial Controller/Cost Controller/Outlet Manager
三份复印件—财务运营副总监/成本控制/销售点经理

REPLENISHMENT 补货

- Par stocks will be replenished on an item-for-item basis. For wine and spirits, the empty bottle must be turned back into the storeroom.
标准库存在以物换物的基础进行补货。红酒和烈性酒饮品，空瓶必须归还至仓库。
- Substitutions of par stock items are not authorized. When necessary, a new par stock listing must be prepared and approved before issuing alternate brands, unit sizes or quantities.

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替代标准库存是不被批准的。必要时，新的标准库存必须被制定并且在发放交替的品牌，单位规格或者数量前要事先批准。

VERIFICATIONS 核实

- At least twice a month, on a surprise basis, the Cost Controller must physically verify quantities on hand against the approved par stock listing. This verification will be performed for each outlet and work area.
成本控制必须每月至少两次实际抽查餐饮部备货数量和被批准的标准库存清单。这一项工作要在每一个销售点和工作区域开展。
- Unresolved variances must be reported in writing to Food and Beverage Manager, with a copy to the Finance Controller.
不能被解决的差异必须上报餐饮部运营经理，抄送一份复印件至财务运营副总监处。
- All par stock verification, and all memorandums reporting variances, must be documented and retained for review by the Company's auditors.
所有标准库存的核实和差异报告必须存档留待公司审计使用。