



Purchasing Manual

- ❑ Procedures prescribe the sequence of activities by which policies are implemented, such as receipt of bought-out goods.
- ❑ Instructions give detailed knowledge or guidance to those responsible for carrying out the policies or procedures.
- ❑ Regulations detail rules regarding the conduct of purchasing & ancillary staff in the various situation arising in the course of their duties, such as receiving gifts from suppliers.

Restaurant Purchasing Manual Procedures

Yi-Tong Ma



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