

## Purchasing Back-Cover

**Purchasing: A Guide for Hospitality Professionals** provides buyers with “must know” information about the critical task of effectively purchasing for food and beverage operations. Its thirteen chapters are divided into two parts. Part I details effective management procedures to be used from the time the need for a product is identified until product payment is processed and the entire purchasing system is evaluated. Part II presents the specific product information that hospitality purchasers must know as they select food and beverage products, non-food items, capital equipment, and technology.

Each chapter provides learning elements to supplement subject-matter:

- PURCHASING PROS NEED TO KNOW - A preview of the chapter
- CHAPTER OUTLINE – To summarize chapter organization and topics
- BUYERS GUIDE TO PURCHASING TERMS - To define approximately 475 hospitality industry-specific and purchasing terms where they appear in the chapter
- BUYERS AT WORK – “Mini-Case studies” to allow readers to apply what they are learning to on-the-job challenges faced by professional buyers
- PROFESSIONAL PURCHASING PREVENTS PROBLEMS – To present purchasing problems and prevention tactics related to chapter topics
- DID YOU KNOW? – To retain readers’ interest with supplemental and anecdotal information
- BUYERS GUIDE TO INTERNET RESOURCES – To identify websites that provide sources for additional information
- MAKE YOUR OWN PURCHASING DECISIONS – Open-ended questions to encourage readers to think about and apply what they have learned

Designed to keep pace with the rapid technological change occurring in the hospitality industry, available Instructor and student learning resources for **Purchasing: A Guide for Hospitality Professionals** include PowerPoint lecture aids, vocabulary quizzes, an exam test bank, and Instructor’s notes.

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