

Policy Code # A-FN-105-001/AG-001

Chapter 23: Retail Price Changes

Date of Issue:

Revision date: October 11, 2012



POLICY

1. Retail Price Change (RPC) forms CF 1343 ([Annex A](#)) shall be used by all outlets where inventory is controlled by the retail accountability method.
2. The purpose of the RPC is to change the retail inventory records to recognize the adjustment required when an item's retail value is reduced or increased. Note that the retail value excludes any GST/HST and PST that may be included in the posted selling price.
3. Markdowns and markups shall not be netted on RPC's. They shall be reported on different RPC forms and entered separately into the books of account.
4. RPCs shall not be raised to cover the loss of merchandise such as empty packages or containers. Stock losses will only be actioned at time of a supervised stocktaking.

FORMS CONTROL

5. Forms CF 1343 are accountable documents and shall be controlled in accordance with Chapter 6 (Control of Accountable Documents). The original copy is the accounting source document and the duplicate remains in the book forming a permanent record of price change action.
6. RPCs are issued to outlet managers on an "as required" basis under the following control procedures:
 - a. they are issued to outlet managers in complete books;
 - b. the numbers in the book issued shall be recorded in the Accountable Documents Control Register; and
 - c. on receipt of completed books of RPCs from the outlets, the books are checked off on the NPPAMs Accountable Document Control Register and any discrepancies investigated.

ACTION BY THE ENTITY

7. RPCs should be submitted to the NPPAM under cover of the daily DND 728. All RPC's must be approved by the outlet manager prior to submission to the NPPAM.

ACTION BY THE NPPAM/NPP ACCOUNTING CLERK

8. On receipt of the RPCs,
 - a. the NPP Accounting Clerk shall:
 - i. check the extension of the forms ;
 - ii. check off the CF 1343 on the outlet's Accountable Document Usage Register and hasten outstanding documents as required;
 - iii. enter the data and forward the accounting register to the NPPAM; and
 - b. the NPPAM will review the register and supporting documentation and approve/post

the register as per standard procedures.

[Annex A - Retail Price Change \(RPC\) form CF 1343](#)