NON-PROFIT ORGANIZATION PROGRAM AT [AVAYA STADIUM]
CASH HANDLING RULES

NPO Group Name: ____________________________

1) Cash banks must be verified and signed in and out on the head cashier report when issued and returned, respectively.
2) Each Cashier is assigned a cash drawer. Leaving the drawer unattended during operations and allowing unauthorized use by another volunteer or worker are not permitted.
3) All sales must be registered immediately. An unregistered sale may be cause for the issuance of both a verbal and written warning and for the immediate removal of future cash handling responsibilities.
4) All sales must be put into the cash box immediately. Keeping money directly on the tops of counters is prohibited. A sale that is not placed directly in the cash box may be cause for the issuance of both a verbal and written warning and for the immediate removal of future cash handling responsibilities.
5) Cash donations/tips must be placed at least 12" from the cash drawer.
6) Cashiers must not combine sales from more than one customer.
7) Under no circumstances may a Cashier under-ring to correct a previous error.
8) Upon accepting payment, the Cashier must call back the amount of the sale as well as the amount tendered.
9) Change due the customer must be counted out from drawer before the amount tendered is placed in the cash drawer; this is essential for large bills and can be accomplished by laying the bill lengthwise across a portion of the cash tray that will not be used to gather change.
10) Cashiers are not permitted to count money that has already been placed in the cash drawer until the end of the shift, or when requested to do so for a cash pickup.
11) Each Cashier must complete his or her cash control forms and cash pickup slips.
12) A refund slip must be prepared immediately for all refund transactions. All refund slips must be immediately signed by the Cashier, and the Cashier should request that customers also sign the slips. The Concessions Manager or other designated manager must sign all refund slips as soon as possible and prior to the end of the event.
13) A void slip must be prepared immediately for any void transaction. All void slips must be immediately signed by the Cashier, and the Cashier should request that customers also sign the slips. The Concessions Manager or other designated manager must sign all void slips as soon as possible and prior to the end of the event.
14) Any money left by a customer or found in any part of the stand/bar that is not part of the sale, being currently rung up, should be put in an envelope and brought to the Concession Managers' attention immediately.
15) Each stand leader must have a counterfeit pen on his or her person during an event. When a Cashier receives a bill of $50 or more, the stand leader must be notified immediately. The stand leader must properly mark the bill with the pen and determine the counterfeit status of the bill according to the directions on the pen. If the stand leader suspects the bill is counterfeit, he or she must reject the bill and notify Spectra Management.
16) Cashiers are not permitted to mix or exchange their tip money with money in the cash drawer.
17) At the end of the Cashier’s shift, all cash is counted by the Cashier at the stand, unless a security risk is present, and recorded on his or her cash control form. All money must be placed in the moneybag with all denominations separated and all bills facing up.
18) Cashiers are not permitted to make sales after final register readings or POS readings are taken.
19) At the end of the Cashier’s shift, the total of cash turned in is compared to the total accumulated by the cash register and/or stand sheet. A shortage or overage that exceeds $20 or 0.5% (of the retail sales value) indicates Cashier inefficiency and may be cause for the issuance of both a verbal and written warning and for the immediate removal of future cash handling responsibilities.

I have read and agree to abide by the Cash Handling Rules:

[Signature] ____________________________ [Date] __________

Spectra Non-Profit Organization Program at [Venue Name] CASH HANDLING RULES