Cash Reconciliation (8/12)

50% discounts to Employees during Break time only! 10% Discounts to Military, Seniors, Police, Veterans, Paramedics & Firemen!

Skim Cash Drawers after Every Rush and all Large Bills...especially at night. No white out to be used on this document. All Coupons, Discounts, Refunds & Zero Transactions must have receipt in order to reconcile! All registers need a counterfeit pen inside each drawer and must be used on large bills

+VARIANCE	-BACK OFFICE POS	+TOTAL							Cashier Name	
	Š								POS	
									POS actual	Coupons
									€	ns
									#	10%
									€9	10% Disc
									POS	(D
									POS actual	50% Disc
									€9	sc
									#	20%
									\$	20% Disc
									Sales	Net
									Skim 1 Deposit & Initials	
									Skim 1 Deposit Skim 2 Deposit & Initials & Initials	
									Deposit & Initials	Cash to
									Cards	Credit
										Paid in + Paid out -
									+/-	Cash
									AVG	Check T
									over # \$25?	CC I
										Rcpt ned Zero
									Trans \$ Disc \$	o Open
									POS actual	Refunds
									ual \$	nds
									Signature	Cashier
									Signature	Management

A Signed Slip or Bag must accompany every drop or deposit. All Slips are signed by 2 people and must have a Witness Signature. All Skims, Drops, and Closeouts must have Initials every time performed

Daily Safe Log - Management must verify Unit Bank and sign off outgoing Management

	TIME
	\$ REGISTERS
	REGISTERS \$ CURRENCY
	\$ COIN
	\$ TOTAL
	Outgoing MGMT sign
	Incoming MGMT sign

Employees have sole responsibility for Cash and failure to follow policies & procedures will lead to disciplinary action up to and including termination.

This Morning Deposit (Yesterday Sales)

Date of Deposit	
Deposit Amount	
Slip signed by two?	
Dropped in Door #2?	
Preparer Signature	
Witness Signature	
Bank Receipt Number	
Person who took to Bank	

MC/VISA MC/VISA

CREDIT CARD INITIALS