For Customer with counting

1)	C.C (Lei/Alan) prepares cash with deno. & quantity according to Selling Memo.

2)	Checker 1 will count by stacks the deno. & quantity according to Selling Memo.

3)	Checker 1 will do 100% count and screen the cleanliness & genuine of notes.

4)	Checker 1 will machine count the notes and bundle the notes separately according to the deno.

5)	Checker 2 will counter check and count by stacks and 100% count the fraction deno. according to the Selling Memo.

6)	Checker 2 will place the deno. starting from the highest value (100) into the thin plastic sheet in the presence of Checker 1.

7)	Checker 2 will seal the thin plastic bag and sign off at one edge of the bag, Checker 1 will then check the bag is properly sealed and sign off at the other end of the bag.

For Customer with no counting

1)	C.C (Lei/Alan) prepares cash with deno. & quantity according to Selling Memo.

2)	Checker 1 will count by stacks the deno. & quantity according to Selling Memo.

3)	Checker 1 will do 100% count and screen the cleanliness & genuine of notes.

4)	Checker 1 will machine count the notes and scan the serial nos. of the USD100 notes only.

5)	Checker 1 will machine count the notes and bundle the notes separately according to the deno.

6)	Checker 1 will complete the "Cash Requisition Form" and sign off under "Issuing Person".

7)	Checker 2 will counter check and count by stacks and 100% count the fraction deno. and sign off under "Signature (After Count)" in the "Cash Requisition Form"

8)	Checker 2 will place the deno. starting from the highest value (100) into the thick plastic sheet in the presence of Checker 1.

9)	Checker 2 will seal the thick plastic bag and sign off at one edge of the bag, Checker 1 will then check the bag is properly sealed and sign off at the other end of the bag.

Update on 17th July 2008