

OBJECTIVE

Organized set-up for the Cash Office enables Store Management to accomplish several goals:

- Standardize the Cash Office for all stores
- Maintain a clean, consistent, and well-organized Cash Office
- Eliminate outdated materials

Only Store Management is authorized to be in the Cash Office.

Cash Office Set-up Supplies

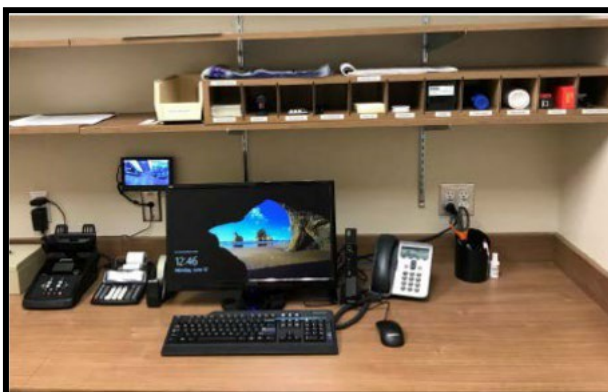
The following supplies should be maintained in the Cash Office:

- Tape Calculator with extra tape rolls
- Post-its
- Pens and Sharpies
- Paper Clips
- Stapler with extra staples
- Scissors
- Secure shred bin
- 3-ring binder
- Copies of Safe Count Sheets
- Copies of Change Order Form
- Deposit Slips and Deposit Bags
- Manual Payment forms
- Hanging file folders
- Filing cabinet
- Small boxes to store monthly paperwork (Retain for 6 months)
- Large manila envelopes

It is Management's responsibility to ensure the Cash Office is cleaned daily.

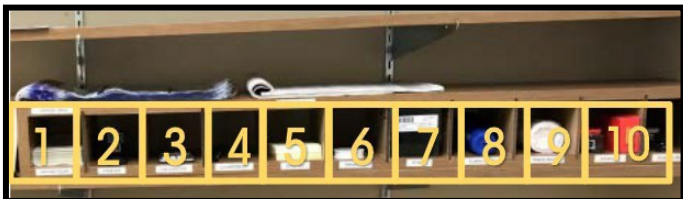
Cash Office Workstation Set-up

The workstation and supplies should be organized and labeled as seen below:



On Top of Shelf – Label the following

1. Deposit Bags
2. Deposit Log



In the Shelf – Label the following

1. Deposit Slips
2. Stapler & Staples
3. Calculator
4. Post-its
5. Fingertip Balm
6. Store Stamp
7. Flashlights
8. Trash Bags
9. TJX Rewards Return Envelopes

Cash Office 4-drawer File Set-Up

This 4-drawer file cabinet should be organized and labeled as follows:

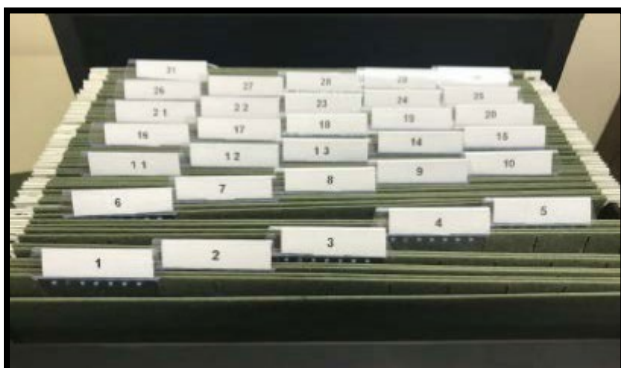
1. Change orders and paid outs
2. Daily media packets (folders labeled 1-31 to correspond to days of the month)
3. Additional deposit supplies
4. Miscellaneous Supplies

The cabinet should remain locked when not in use.



Drawer 1 - files that include the following:

1. Blank change order forms
2. Change orders placed, waiting for funds to arrive
3. Paid out receipts



Drawer 2 – Daily media packets and safe counts

1. Blank safe audit forms
2. Daily files (labeled 1-31)

At the beginning of each day a new safe audit form should be started. At the end of the day all Front End paperwork will be filed by day, including the completed safe audit.

Drawer 3 – Additional Deposit Supplies

1. Deposit Slips
2. Deposit Bags

Drawer 4 – Miscellaneous Supplies

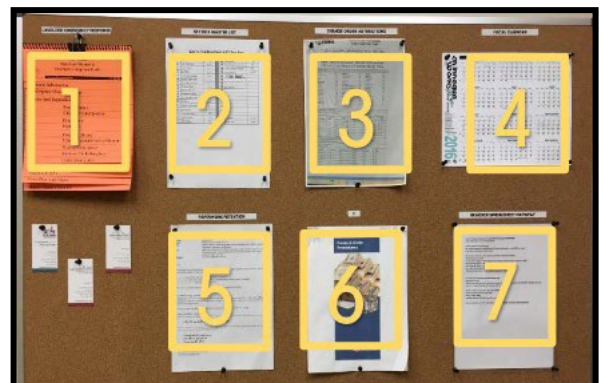
The cash office should be stocked regularly, to keep the workstation clutter free and organized, surplus supplies should be kept in a drawer.



Cash Office Communication Board Set-up

This board is an information center for communication related to Cash Office and armored care pick-ups

1. Armored car service driver list
2. Frequently used call numbers
3. Pathways (OMS and The Summit)
4. Fiscal Calendar
5. Change form in process
6. Change order guidelines/instructions
7. Retention guidelines



Cash Office Safe Set-up

The safe should be organized and labeled

Door:

- coin rolls (you may also organize the coins in trays if applicable)

Main safe:

1. Cash drawer – contains unused gift cards from TJX Rewards events and TJX Rewards debit card (when not in use)
2. Change till – loose bills and coins
3. Bundled Bills (if applicable)
4. Completed or in process deposits
5. Register tills (6-8 depending on store size)

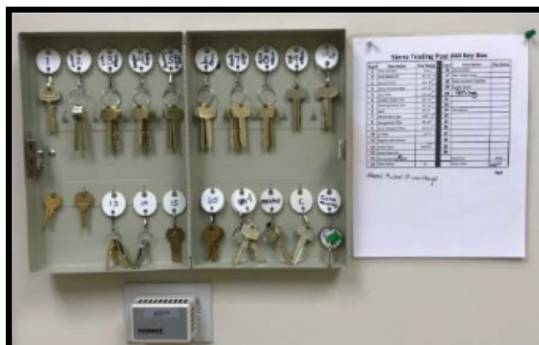


Cash Office Key Box Set-up

The Key Box contains any shared keys or sets of keys not issued or in use by a member of management. All keys should be inventoried and labeled.

Each key type will be labeled with a number that corresponds to the Key Control Log.

Partner with your DLPM to complete.



*If there is no Store Managers office, the Associate files should be stored in the cash office. A 2-drawer cabinet should be set-up, when not in use, the cabinet should be locked. Keys for this cabinet should be issued to the management team and be on their person only, no spare keys should be in the lock box.

