

PROCEDURES OPERATION ITALIANO

Cash and safe Control

SAFE & DRAWER HANDOVER

Date: / / Day: Shift:

Handover By ID

Received By: ID

	Amount	Notes
Sales Deposit Cash المبيعات درج+خزينة		
Petty Cash رصيد المائدة المتبقية		
Invoices of Expenses قيمة فواتير الشراء		
Float - if Applicable رصيد افتتاحي		
Lost and Found Cash مفقودات نقدية		
Foreign Currency - عملات اجنبية		
Coupons / Vouchers كوپونات		
Gift cards كارد مدفوع مقما		
Others اخري		

Other Notes:

Handover BY

Name: ID

Signature:

Time:

Received By

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Signature:

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Name: ID

Signature:

Time:

SAFE OPENING & Closing

Date	Opening HH-MM	Closing HH-MM	Name	Title	ID	Signature	Reason	Notes