

**PALISADES CHARTER HIGH SCHOOL  
CASH RECEIPTS PROCEDURES  
CAFETERIA**

**Cashier Procedures**

- The cashiers need to fill out the inventory spreadsheet daily (breakfast, nutrition, lunch and snack) with all the items that they have in their point of sales
- The cashiers received a bag with \$35 in the morning
- They have to count the money and make sure the amount is correct
- Then, they open the computer and input the \$35 in the system to start with the transactions
- When Nutrition is done, they count the money and input it in the system (their own POS computer), they keep \$35 in the bag and the rest goes to the Senior Cafeteria Clerk to be counted.
- Senior Cafeteria Clerk counts the money, as well as check inventory and get the reports from the main computer to match the total amount of each register
- At the lunch time we follow the same procedure as the morning
- If there is any discrepancy, or the amount don't match with the report and inventory the cashier needs to fill out a report and explain why is short or over and sign it. Any shortage of over \$5.00 is discussed with the cashier and/or the Cafeteria Manager, Senior Cafeteria Clerk.
- At the end of the day, Cafeteria Manager receives cash to deposit, she re-counts deposit amounts inputs it on a spreadsheet breaking down the deposit by type of cash amount. Cafeteria Manager inserts the money inside a sealed deposit bag, then fills out a deposit ticket with the currency, coins and total amount and then attaches it to the money bag. The bag is then closed and I prepare a sticker label with the dollar total amount and I place it on the front of the bag.