STOCKROOM DOORS REMAIN LOCKED: Only authorized persons have access.

STOCKROOM WINDOW: All Teaching Assistants and students will conduct business through the stockroom window. Teaching Assistants need not wait in line and will be helped immediately.

SAFE IS KEPT LOCKED AT ALL TIMES

ALL FUNDS WILL BE COUNTED at the beginning and end of each day’s business by the stockroom attendant. The amounts will be logged and checked periodically by the supervisor.

CHARGE-ONLY SALES: If the stockroom is open for business after the stockroom attendant leaves for the day, all sales will be charge only. When this is not possible, (during check out week) the supervisor will be responsible for the counting, logging, and securing of any money remaining in the cash register.

MONEY will be transferred to the Purchasing and Accounting Office weekly.

LOCK THE REGISTER: If the Stockroom attendant leaves the stockroom for a brief time during the day, the cash register must be locked and the key removed.

TRANSFER OF FUNDS TO SAFE: During the weeks with especially large sales, excess cash will be removed from the cash register to the safe several times during the day and promptly submitted to the P&A Office daily.

EMPTY CASH REGISTER: The register will be left open and empty at night to prevent damage if someone attempts to open it by force.