

Cash Handling Training

2009

Comptrollers will issue change funds only to authorized persons listed in the cash cage. Each person must provide a picture ID in order to sign for cash.

Change fund turn-ins will be turned in ASAP. ONLY sealed deposit bags will be accepted by your comptroller. Use the appropriate marked deposit bags for each turn-in. Know who your comptroller person is. Ask for ID, if you don't know them. **DO NOT GIVE YOUR DEPOSITS TO ANY ONE ELSE.** Comptrollers will sign your sheet when deposits are collected. The same people will pick up each time.

Middle and Lower levels will be picked up by a comptroller(s). Upper level will be turned in by the Stand Managers in deposit bags provided. If you can not turn-in cash, let the Food & Beverage individual assigned to your stand know and comptrollers will pick up your turn in(s) for you.

If you need a cash pick up or change and you can not find your comptroller, please call 3-1863 or let your Food & Beverage individual know.

Count cash, face all money and write each amount and sign on the outside of deposit bag, fill out completely the front of bag before turning in to comptrollers. Write amount turned in to comptroller on sheet provided and have them sign for it.

If your deposits are incorrect, the comptroller's office will notify you and write the receipt for corrected amount.

STAND MANAGERS WILL PICK UP ALL RECEIPTS FROM COMPTROLLER'S OFFICE AND WILL BE COLLECTED BY SABRINA FOR FINAL CLOSE OUT.

To avoid confusion at closing time, **PLEASE DO NOT TURN-IN** the same amount as the initial change fund.

STAND MANAGERS will turn-in final cash amounts in deposit bags, to the Comptroller's Office, **ASAP**, when stands are closed.