

F. Change Procedures

The following procedures will be used when change is required to operate the cash drawer: A Customer Service Representative must completely fill out a “change only” form.

- a.** A Customer Service Representative will count out the money that will be taken from the cash drawer to make change.
- b.** A different Customer Service Representative will verify the change slip is correctly filled out and the money removed from the cash drawer equals that on the change slip form.
- c.** Both representatives and Accounting will sign the Change Log Slip.
- d.** All slips will be turned in with the end of the day deposit.

Upon return from the bank or accounting department the two Customer Service Representatives who initiated the original request will verify the money that is being returned to the cash drawer.