



# EMPLOYEE CASH HANDLING POLICY

As a Service Champion, you're responsible for handling large sums of money. Due to the important nature of your job, Taco Bell has created this Cash Register Policy for your protection, and ours.

1. Your shift should begin with a clean register drawer. Count the money in your drawer prior to using it to verify the funds. Your count must match the drawer base operating fund amount (\$75.00 and currency).
2. You're to use your verified register drawer **ONLY**. Do not permit anyone else to use your drawer and do not use anyone else's drawer.
3. Be sure to completely close the drawer after every transaction.
4. Once a guest's order has been paid, any changes to the order must be made by the Manager in Charge.
5. If you need change, it can be made by the MIC from the operating fund in the safe or you may have another cashier make change from their drawer with manager supervision only.
6. Immediately inform the MIC if a guest has questions regarding their change. (i.e. "I gave you a \$20 bill and you gave me change for a \$10 bill. Please give me correct change?")
7. **DO NOT** accept personal checks.
8. If a customer presents a \$50 or \$100 bill and you do not have change in your in your drawer or drop box to break the bill, take it to the MIC to have them break it. If you do have the money in your drop box to break the bill, follow these steps:
  - First excuse yourself from the guest and immediately drop the bill into the Loomis safe using the cash drop function. If the safe will not accept the bill, another form of payment should be requested from the customer. If the Loomis safe does accept the bill, take the receipt from the safe and place it in the cash register. The receipt is just like cash and needs to be kept secured in the drawer.
  - Next return to the guest and break the bill out of cash from your drop box paying very close attention to the amount you give back. Count it once to yourself, then back to the guest. The best practice is to count the money back to the guest then take it out of a \$20 or a smaller bill versus the whole \$50 or \$100.
9. To close out your drawer at the end of your shift, count it back down to the original amount and drop the balance into the Loomis safe using the cash drop function.
10. It is a violation of company policy to undercharge or pass food across the counter without payment. Any such action may result in immediate termination and possible criminal charges.
11. You may be subject to disciplinary action up to termination if:
  - Your drawer is more than \$10.00 over or short. If your drawer is more than 0.2% over or short, or if deletions exceed 3% in deletions of your register's gross sales.

Example: 0.2% Over/Short to sales Highest Acceptable Amount.

Gross Sales	\$100	\$200	\$300	\$400	\$500	\$600
0.2% + or -	\$.20	\$.40	\$.50	\$.80	\$1.0	\$1.2

Signature: \_\_\_\_\_ Date: \_\_\_\_\_