SPS Cash Audit

Purpose

The purpose of the SPS cash audit is to replenish the pay stations with full change dispensers and an empty cash acceptor.

Application

A certified Manager or Assistant Manager must be present when completing a cash audit. It is also required that a cash audit is done with two people and within view of the cameras. **Cash audits must be completed every week on your scheduled Loomis pick-up day.**

Definitions

SPS- Sonny's pay station.

Change dispenser- Black cassette-style box designated with a $1 or $5 sticker to show which type of bills to place in each dispenser.

Cash Acceptor- Grey cassette-style box used to collect the cash that customers insert into the pay stations.

Supplies Needed

1. Full Change dispensers
2. Empty cash acceptor
3. Deposit bag
4. Chase Bank deposit slip
5. Store Ipad (to access the SPS form on the operations portal)
6. Money Counter (Optional, Highly recommended)

Procedure steps

1. Get the full set(s) of change dispensers and the empty money acceptor(s) from the safe.
2. Go to the pay stations.
3. On pay station one, log into the admin page.
4. Go to the "Cash Reconciliation" option in the menu on the left side of the screen.
5. Click on the bill acceptor and print out the receipt.

6. After printing off the cash acceptor receipt, reset the cash acceptor to zero.
7. Click on the change dispensers and print out the receipt.
8. After printing off the receipt, reset the change dispensers to zero.
9. Once the change dispensers have been reset, click the add option.
10. Add in the amount of ones and fives that are in each dispenser. Click save.
11. Once saved, verify that the correct amount was added in. If everything is correct, log out of the admin page.
12. Open the pay station.
13. Remove the full cash acceptor and replace it with the empty cash acceptor.
14. Remove the change dispensers and replace them with the full change dispensers.
15. After the cash acceptor and change dispensers have been swapped out, put the safety bar back on, then shut and lock the pay station.
16. Repeat steps 3-15 if you have a 2nd paystion that accepts cash.
17. Take the cash acceptor(s) and change dispensers you just removed from the pay stations back inside..
18. Lock all of the exterior doors.
19. In view of the cameras, start to count the money from the acceptor(s) and change dispensers to make sure the amounts inside equal the amounts on the corresponding receipts that you printed off from the pay station(s). Be sure to keep the money separated.
20. After the money has been counted and the amounts verified, open the SPS Cash Audit form on the operations portal and begin filling it out.
21. Once the form has been filled out, and the deposit has been prepared, submit the SPS Cash Audit form.
22. Make sure to refill the Change dispensers for next week's cash audit and secure them in the safe.

Resources

Loomis Pick up Schedule
https://docs.google.com/spreadsheets/d/1eKLpYtjwTz4wmZVhx_qqCftbD7_61zx3U16opTin2HM/edit#gid=0