

Policy

5/25/2011

Store _____

In an effort to have tighter controls on bread and money, the following policy will be effective immediately. The only people allowed to credit bread and do adjustments will be Store Managers, Certified Assistants and openers. Please make necessary changes in the crew files NOW.

Monday thru Friday the managers will do a full complete cash out before you leave for the day. Assistants or openers will do the same the days the manager is off. Managers don't work the register, but it very important to know where you stand before you leave.

1. **Credit the items in the box- must show under your clerk ID--- This is the only time of day that credits can be done. No more credits in the morning when you realize you are 10 breads short and want to cover it up**
2. **complete a full, accurate cash out- also must be under your clerk ID**
3. **Staple credit slip to cash out and staple to this paper**
4. **It's important that you know the credit shows the time and clerk number and the credit MUST be done before you cash out.**
5. **DO NOT have another employee do these things under your clerk number because you don't want to do it. This will be considered falsification of company documents and things happen with that issue.**
6. **Your cash out must be signed by you**
7. **Go over YOUR cash out with your night shift so there is no doubt in their mind the importance of accurate counts.**
8. **Go over this policy with your opener on the days you are off, because the same procedures are expected from them when they work days.**

FINAL RESULTS

Every week this sheet will have 7 cash outs and 7 credit slips stapled to it and it stapled to the control sheet for the week. We will compare this to the credits and bread counts to the control sheet.

I am enclosing several copies and will include them with the monthly paperwork. A smart manager would keep this sheet with the daily paperwork call in sheet as a reminder.

Please sign and fax this cover sheet to the Bossier Office.

Manager _____ Date _____

Assistants and openers _____
