

## Appendix 5-2

### SKILL 1.1 SECURE CASH REGISTER ASSETS

The store's policy and procedures for operating the cash register must be followed:

Procedures include:

- Steps for:
  - Processing returns
  - Giving change
  - Dealing with large amounts of money in the cash drawer
  - Processing refunds
  - Listing for authorized transactions
- Reasons for opening POS terminal/cash drawer:
  - To make change
  - To sign out cash
  - To check the tap
  - To ensure sufficient change in the float
  - Proper procedure for operating a cash drawer
    - Enter password to open
    - Ensure drawer is closed properly
    - Limit number of times to open drawer
    - Report any variances when opening and closing drawer
    - Educate yourself on the proper method of dealing with armed robberies.