



## Cash Till Accountability Procedures

1. All Cashiers are must verify till count is accurate prior to starting their shift.
2. Each cashier is responsible for their till from the beginning of the shift to the end of the shift. At no time are two or more people to be operating on the same cash till. Any shortages are subject to the “Cashier Agreement Policy”.
3. If during breaks, the cashiers register is needed (During busy sales days) Management will have the cashier pull their till, and walk them to the safe where they will deposit their till until the end of their breaks
4. All Cashiers must count down their tills at the end of their shift, verifying with a Member of Management. Note: Cashiers should NOT be running “X Reads” to compare their counts against
5. Each Member of Management will have their own till to place into a register and they will be the only ones to be using this till
6. Members of management are responsible for ensuring the integrity of all Single Accountability tills.

I acknowledge I have read and understand I am to abide by these procedures and any other rule and procedures my supervisor may instruct me of during my training.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date