

DVMS SPARTAN BOOSTERS INC. CONCESSIONS CASH BOX INSTRUCTIONS

Before starting the concessions cash transactions, please read and do the following:

- 1) Count Start Up Cash. Start Up Cash should total \$100 in the following denominations:
 - 7 X \$5.00 = \$35.00
 - 35 X \$1.00 = \$35.00
 - 3 rolls of Quarters = \$30.00 (This is 120 quarters.)
- 2) If there is excess Start Up Cash, please remove the excess cash and complete an Income Report before starting your event. This should be done by someone else before you start your event; if not, please do this before you take cash at your event.
- 3) If Start Up Cash is in different denominations (e.g., the box has too many ones and not enough fives), please put a note on an Income Report so that cash can be replenished accordingly.

Closing the concessions cash boxes:

- 1) Count the cash and fill out an Income Report.
- 2) Put in your name and contact information on the form, and sign the Income Report.
- 3) Put the cash and Income Form in an envelope, and turn the envelope in to the office or Mr. Johnson.

Thanks for your time and efforts ☺