Cash Handling
Policy and Procedures

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Revised:
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POLICY
To protect the Comfort Keepers' employees, Comfort Keepers' clients and Comfort Keepers itself, employees will record each time there is a transfer of cash between a client and an employee by using receipts supplied by Comfort Keepers. Employees will turn in a copy of all receipts from these transactions along with sales receipts of purchases made for clients to the office on a weekly basis.

PROCEDURES
1. Do not accept a check that is for a large amount beyond what is needed for the purchase.
2. When the client gives you money or a check for a purchase, give the client a receipt. Include on the receipt the amount of cash or the amount on the check. If the client gives you a blank check, write 'Blank Check' on the receipt. <u>Always discourage</u> the client from giving you a credit card. If it is absolutely necessary, write on the receipt the time and date it was received by you.
3. You and the client sign the receipt.
4. Keep the original copy of the receipt and give the client the yellow copy.
5. After shopping, give the store receipt to the client and ask the client to check off that they have received each item.
6. Have the client sign the receipt.
7. Give the client their change, if any.
8. Fill out another receipt for the change. If you were given a credit card, fill out a receipt with the time and date the card was returned.
9. You and the client sign the receipt.
10. Keep the original copy of the receipt and give the client the yellow copy.
11. Return all copies to the office..
12. The office files the copies in the client's e-file.