

Section 06.05.03

CASH HANDLING

With respect to cash handling, there is little to no margin for error. Unlike a check where you may have some recourse for avoiding a loss, errors made with cash are final in most cases and therefore every precaution should be taken to avoid any errors. Other than exercising extreme care and focus on each and every cash transaction, the following guidelines must also be followed.

- Each bill, called a Federal Reserve Note, must also meet the requirement of integrity in order to be negotiable and for us to accept it. A bill will lose its integrity and may not be accepted if the bill has less than three corners. Bills with less than three corners cannot be negotiated or submitted to the Federal Reserve Bank for reimbursement.
- Be on the look out for bills that have been put back together with tape. Inspect and make sure that all parts are in fact of the same bill and make sure that the serial numbers on either side of the bill match.

Unless we are under a counterfeit alert for bills less than twenty, only twenty dollar bills and up will be tested for counterfeit using a counterfeit money detector pen. If the mark is light the bill passes but if the mark is dark then the bill is suspicious and the Cash Operations Manager should be called. The suspicious bill should be maintained at a location away from the customer but in full view of the customer at all times.