

SHIFT CASH SHEET

NAME \_\_\_\_\_ DATE \_\_\_\_\_ SHIFT TIME \_\_\_\_\_

OVERRINGS:

2 SIGN/REASON

DRAWERS OVER/SHORT

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REG:	+/-	NAME
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_____	_____	_____
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REFUNDS:

2 SIGN/REASON

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PROMO SLIPS:

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1. LOOK AT T-REDS, ANYTHING SUSPICIOUS?
2. ENSURE THERE ARE NO BILLABLE SALES ENTERED
3. TAX EXEMPT?
4. STAPLE THE FOLLOWING TO THIS SHEET:
  - A. DRAWER CHANGE SLIPS
  - B. OVERRINGS
  - C. REFUNDS
  - D. PROMO SLIPS
5. PLACE THIS SHEET IN DAILY CASH SHEET