


## UBA Concession stand – Money Procedure

### **OPENING:**

Get cash box from upstairs (mobile box with key) from behind steps. It should be loaded with 1's, 5's and some 10's and coins.

### **CLOSING:**

1. Get a “Cash drop” envelope (see below)

 <b>UBA Safe Deposit Envelopes</b>	TOTAL	\$	
	AMOUNT		
	DATE:		
	Counter 1: (name)		
	Counter 2: (name)		

2. Take out all 20's, some 10's (leave ~5-10 in drawer).
3. Count it and have another person verify (if possible)
4. Date and complete this envelop
5. Put in the drop safe slot behind stairs.
6. IF you do not have >\$25 1's, please let Mat Lynch, John McIsaac, or Jay Bourgeois know!