

HOLLON OIL COMPANY - Cash Handling Policy

Every sale must be entered in the register and the cash or check placed immediately into the cash drawer.

The cash drawer must be kept closed at all times except when handling a cash transaction.

Any cash shortages or overages exceeding \$10.00 must be reported immediately to management.

Cashiers must count the change from cash sales out loud to customers.

Each customer must be given a receipt.

Customers must sign the store copy of the receipt for any refunds or exchanges.

All merchandise put on customer vehicle must be invoiced out.

Customer invoice must reflect exact parts that the customer received.

Failure to follow the procedures as outlined above, or to safeguard the cash and merchandise in the store, may subject you to disciplinary action, up to and including immediate termination of employment.

I, the undersigned employee, have read and understand these policies and acknowledge that I will be held fully responsible for any violation of them.

Employee's Signature

Date