

CASH SALE PROCESSING

The following steps are to be followed when processing any cash sale (for cash, check or credit card).

- 1) *Write up sales slip accurately & completely.*
- 2) *Take customer's payment (see Check, Debit Card, Credit Card, and GE (formally known as JA) instruction chapters). For any transaction where the customer pays with cash in excess of \$10,000, Form 8300 must be completed (see instructions on the following page).*
- 3) *Put payment, pink handwritten receipt, and merchandise in plastic bag, and place in designated area in store, out of customer reach.*
- 4) *Customer must be present when the transaction is recorded on the POS unless the sale was recorded manually with the customer present, because the POS was not working (see POS Manual, Cash Sale).*
- 5) *Put payment in cash drawer & deliver customer's change.*
- 6) *Give customer pink POS receipt only after receiving the full payment. (The pink handwritten receipt is placed in designated area in the store).*
- 7) *Tape merchandise tag, with SKU side showing, to original handwritten sales slip (white).*
- 8) ***OFFER FREE GIFT WRAPPING TO THE CUSTOMER!***
- 9) *Deliver merchandise to customer only after receiving the full payment.*
- 10) *Staple white handwritten sales slip to the top of the white POS receipt (so that the handwritten receipt can be read) and place in cash drawer until later in the evening when it must be included with the "Daily Work Bag" that will later be sent to SMC.*
- 11) *The yellow handwritten sales slip is left in the sales books.*

FORM 8300

Reminder of Policy - Cash Transactions Greater than \$10,000

For any transaction where the customer pays with cash in excess of \$10,000, Form 8300 must be completed. A copy of the form is on the following page.

We cannot accept the cash or complete the sale without completing the Form 8300 with proper verification of acceptable ID. Any violation of this policy can result in corrective action including loss of commission and quota adjustment for the sale in question.

IMPORTANT!!!! Be sure to validate the customer's identification and fill out this Form 8300 before the customer leaves with the merchandise IMPORTANT!!!!

To be clear, this is cash only (currency, cashier's check) over \$10,000. If it's a combination of cash and credit card over \$10,000, then you don't need to fill out the form. Instructions for completing the form are listed below.

This form is on the intranet under Forms: 8300

To fill out the form which is attached below:

PART I:

- 3. Last Name
- 4. First Name
- 6. Social Security Number (or other Taxpayer ID Number)
- 7. Street Address
- 8. Date of Birth
- 9. – 12. City, State, Zip & Country
- 13. Occupation
- 14a. List type of document verified such as Driver's License, Passport, etc.
- 14b. Issuer of document such as State issuing Driver's License, Country issuing Passport, etc.
- 14c. Document Number

PART III:

- 28. Date of transaction
- 29. Total Cash received by customer
- 32. Categorize the cash received into the available types: US currency, cashier's check, or bank draft.

Accounting Department will fill in the rest. Once complete, fax form to 310-665-2151.

If you have any questions please call Loss Prevention Department

Department of the Treasury
Internal Revenue Service

Report of Cash Payments Over \$10,000 Received in a Trade or Business

▶ See instructions for definition of cash.
▶ Use this form for transactions occurring after August 29, 2014. Do not use prior versions after this date.
For Privacy Act and Paperwork Reduction Act Notice, see the last page.

1 Check appropriate box(es) if: ☐ a Amend prior report ☐ b Suspicious transaction

Part I Identity of Individual From Whom the Cash Was Received

2 If more than one individual is involved, check here and see instructions ☐

3 Last name	4 First name	5 M.I.	6 Taxpayer identification number
7 Address (number, street, and apt. or suite no.)		8 Date of birth (see instructions)	9 M M D D Y Y Y Y
9 City	10 State	11 ZIP code	12 Country (if not U.S.)
14 Identifying document (ID)	a Describe ID ▶ c Number ▶		b Issued by ▶

Part II Person on Whose Behalf This Transaction Was Conducted

15 If this transaction was conducted on behalf of more than one person, check here and see instructions ☐

16 Individual's last name or organization's name	17 First name	18 M.I.	19 Taxpayer identification number
20 Doing business as (DBA) name (see instructions)			Employer identification number
21 Address (number, street, and apt. or suite no.)			22 Occupation, profession, or business
23 City	24 State	25 ZIP code	26 Country (if not U.S.)
27 Alien Identification (ID)	a Describe ID ▶ c Number ▶		b Issued by ▶

Part III Description of Transaction and Method of Payment

28 Date cash received M M D D Y Y Y Y	29 Total cash received \$.00	30 If cash was received in more than one payment, check here <input type="checkbox"/>	31 Total price if different from item 29 \$.00
32 Amount of cash received (in U.S. dollar equivalent) (must equal item 29) (see instructions):			
a U.S. currency	\$.00	(Amount in \$100 bills or higher \$.00)	
b Foreign currency	\$.00	(Country ▶)	
c Cashier's check(s)	\$.00	Issuer's name(s) and serial number(s) of the monetary instrument(s) ▶	
d Money order(s)	\$.00		
e Bank draft(s)	\$.00		
f Traveler's check(s)	\$.00		
33 Type of transaction		34 Specific description of property or service shown in	
a <input type="checkbox"/> Personal property purchased		35. Give serial or registration number, address, docket number, etc. ▶	
b <input type="checkbox"/> Real property purchased			
c <input type="checkbox"/> Personal services provided			
d <input type="checkbox"/> Business services provided			
e <input type="checkbox"/> Intangible property purchased			
f <input type="checkbox"/> Debt obligations paid			
g <input type="checkbox"/> Exchange of cash			
h <input type="checkbox"/> Fee or trust funds			
i <input type="checkbox"/> Bail received by court clerk			
j <input type="checkbox"/> Other (specify in item 34) ▶			

Part IV Business That Received Cash

35 Name of business that received cash	36 Employer identification number
37 Address (number, street, and apt. or suite no.)	Social security number
38 City	39 State
40 ZIP code	41 Nature of your business

42 Under penalties of perjury, I declare that to the best of my knowledge the information I have furnished above is true, correct, and complete.

Signature	Authorized official	Title
43 Date of signature M M D D Y Y Y Y	44 Type or print name of contact person	45 Contact telephone number