



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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MCCSINST 7010.1B
MCCS

27 JUL 2010

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 7010.1B

From: Director, Marine Corps Community Services
To: Distribution List

Subj: HANDLING OF CASH RECEIPTS WITHOUT CASH REGISTERS

Ref: MCO P1700.27B

1. Situation. To publish standards acceptable when using cash boxes opposed to the use of cash registers when not practicable for Marine Corps Community Services (MCCS) employees at their facilities or work locations.

2. Cancellation. MCCSINST 7010.1A

3. Mission. Cash registers are used to record cashier sales, date and other information, as well as to provide a safe place for the cash receipts of the day. Although cash registers represent the preferred point-of-sale device, it is not always possible to provide a register at every activity. The reference directs that cash boxes be used to contain cash receipts whenever it is not possible and practical to use cash registers. Use of cash boxes therefore, requires that specific alternative procedures be used.

4. Execution. Ensure that employees that handle cash without a cash register are familiar with these cash handling procedures.

a. Cash registers will be used whenever possible. There are some sales, however, which cannot be recorded by means of cash registers; and cash registers may become inoperative due to power or mechanical failure. The following procedures will be used in the event a register is not available. Under no circumstances will MCCS products or services be offered without either a cash register or a cash box at the point-of-sale. All activities will advise their cash handling personnel on the provisions of this instruction and any additional specific policies and procedures desired.

b. If a power/mechanical failure renders a cash register inoperative, cashiers will record sales during the failure on a form provided for that purpose by their Divisions' internal controls. When the cash register can again be used, the sales recorded on the form will be entered into the cash register and the form turned in at the end of the cashier's shift along with the cash receipts for that shift.

c. In those facilities or work locations at which there are sales without access to a cash register, cashiers will maintain their receipts in a cash box. Except for snack and refreshment items, individual sales shall be recorded on a pre-numbered sales ticket/guest check. Attach the original copy of the ticket to the cash sale report.

d. Sales ticket numbers shall be logged, with each ticket accounted for. No tickets shall be destroyed. If a ticket is unusable, it shall be voided and turned in at the end of the cashier's shift along with the other tickets.

e. Other sales such as the Mobile Canteen cannot be provided with cash registers. These activities will maintain their receipts in a cash box which is under the exclusive control of the assigned cashier/driver. Sales will be accounted for by a daily sales/inventory form or other internal Division controls.

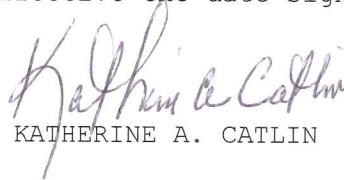
f. Coupons, such as U.S. Department of Agriculture Food Coupons ("Food Stamps") and manufacturer's cents-off coupons shall be treated like cash and placed in the cash container (i.e. register cash box) in the same manner as cash. Change will be made in cash except that change for food stamps will be made in accordance with the regulations promulgated by the U.S. Department of Agriculture.

5. Administration and Logistics. Distribution Statement A Instructions issued by the Director are published electronically. This instruction can be viewed at <http://www.mccs29palms.com/pages/mccsEmployees/mccsInstructions.html>.

6. Command and Signal

a. Command. This Instruction is applicable to Directors, Divisions, Branches and Departments within the Marine Corps Community Services.

b. Signal. This Instruction is effective the date signed.



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DISTRIBUTION: A