

	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Cashier Due Back</b>	<i>CODE:</i> 05.01.040 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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## PURPOSE 目的

To ensure that cashier's due backs are properly carried out.

确保正确执行收银员补充备用金的程序

## POLICY 程序

- The Cashier will enter the date and amount on both the Cashier's copy and the File copy of the Due-Back Receipt.  
收银员在备用金补给收据的收银员联和存根联上均写上日期和金额
- The Cashier will then sign only the Cashier's copy, which will be included with his / her cash to bring the total to the approved house fund.  
收银员仅在收银员联上签字，此备用金补给收据上的金额与收银员手中的现金加总等同于收银员备用金金额
- The File copy, together with the other currency must be deposited in the hotel “Drop” safe at the end of the shift. The Due-Back amount should be listed in the Cashier Deposit Envelope.  
收银员在班次结束时必须将存根联与其他货币一起投入酒店投款箱里。备用金补给单上的金额应填写在收银员缴款袋上
- The following day, the General Cashier will reimburse the money to the concerned Cashier in accordance to the Due-Back Receipt.  
会计将在第二天根据备用金补给收据补钱给相关收银员
- The Cashier will sign the File copy of the Due-Back Receipt, acknowledging receipt of the cash reimbursement. Following this signature, the Cashier's copy of the Due-Back Receipt should be destroyed.  
收银员收到钱后在备用金补给存根联上签名以确认收到此金额。收银员签字后，备用金补给收银员联应立即销毁
- The General Cashier will sign on the General Cashier's signature line of the file copy on the Due-Back Receipt, and attaches the copy to the General Cashiers Report for filing.  
会计在备用金补给存根联上签字并附在总出纳报告后存档