



## Job Aid: How to Complete a Sale of Meals Paid with CASH

Instructions: This Job Aid explains how an FSO processes sale of meals paid for with cash. Examples of “Cash” that patrons might use include checks, money orders, cashier’s checks, and actual cash (dollar bills, coins). Credit cards or SIK are *not* cash.

STEP	ACTION												
1	<div>CONFIRM this is a “cash” payment before proceeding to Step 2.</div> <table><tr><td>Yes – Cash Payment</td><td>No – <b>Not</b> a Cash Payment</td></tr><tr><td>Patron pays for meals with...<ul style="list-style-type: none"><li>• Check made out to U.S. Coast Guard, or</li><li>• Money Order, or</li><li>• Cashier’s Check, or</li><li>• Actual Cash (dollar bills, coins)</li></ul></td><td>Patron pays for meals with...<ul style="list-style-type: none"><li>• <u>Credit Card</u></li><li>• <u>SIK Ration Claim</u></li></ul><p>The above are NOT considered cash payments.</p></td></tr></table>	Yes – Cash Payment	No – <b>Not</b> a Cash Payment	Patron pays for meals with... <ul style="list-style-type: none"><li>• Check made out to U.S. Coast Guard, or</li><li>• Money Order, or</li><li>• Cashier’s Check, or</li><li>• Actual Cash (dollar bills, coins)</li></ul>	Patron pays for meals with... <ul style="list-style-type: none"><li>• <u>Credit Card</u></li><li>• <u>SIK Ration Claim</u></li></ul> <p>The above are NOT considered cash payments.</p>								
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2	<div>DETERMINE type of Cash Payment paperwork you need to process:</div> <table><tr><th>Possible Type of CASH Sale</th><th>Patron Payment Method</th><th>Paperwork Frequency</th><th>Go to</th></tr><tr><td>“Point of Sale” at Cash Register</td><td>Patron pays with CASH</td><td>Every day</td><td><b>Step 3</b></td></tr><tr><td>End-Of-Month ICA Bill</td><td>Patron pays ICA bill with CASH</td><td>End-of-month</td><td><b>Step 12</b></td></tr></table> <div>Note: Credit Card payments and SIK ration claims are NOT cash sales.</div>	Possible Type of CASH Sale	Patron Payment Method	Paperwork Frequency	Go to	“Point of Sale” at Cash Register	Patron pays with CASH	Every day	<b>Step 3</b>	End-Of-Month ICA Bill	Patron pays ICA bill with CASH	End-of-month	<b>Step 12</b>
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3	<div>CONFIRM your galley is following USCG policy for Maintaining Funds, including:</div> <ul style="list-style-type: none"><li>• A GSA-Approved “Class 5” Safe</li><li>• Cash on Hand limited to: \$5,000 maximum</li><li>• Change-Making Fund limited to: \$500 maximum</li></ul>												
Point-of-Sale CASH Paperwork (Daily)													
4	<div>OBTAIN:</div> <ul style="list-style-type: none"><li>• Paper “Meal Sign-In Sheet - Printable” CG-4901 for cash register.</li><li>• Cash Log form (located in the month’s PVAISW)</li><li>• Calculator</li></ul>												
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STEP	ACTION
5	<p>At cash register, CONFIRM patrons check accurate meal rate (Standard vs. Full) on the paper Meal Sign-In Sheet CG-4901.</p> 
6	<p>At cash register, COLLECT cash from patrons based on their meal rate (Standard vs. Full) as noted on their Meal Sign-In Sheet information.</p> 
7	<p>COLLECT all paper Meal Sign-In Sheet Form CG-4901s for all meal types (breakfast, lunch, dinner) sold that day.</p>
8	<p>Using a calculator and referring to your paper Meal Sign-In Sheets CG-4901 for that day, CALCULATE the total of:</p> <ol style="list-style-type: none"> <li>All <b>breakfast</b> meals (Standard + Full rates) paid for with cash that day.</li> <li>All <b>lunch</b> meals (Standard + Full rates) paid for with cash that day.</li> <li>All <b>dinner</b> meals (Standard + Full rates) paid for with cash that day.</li> </ol>
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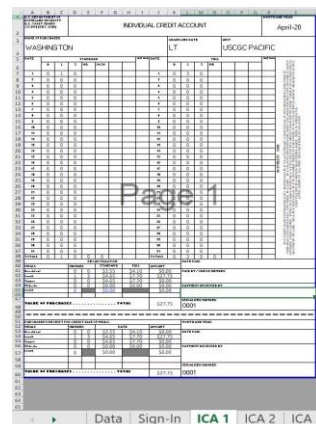
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9	OPEN PVAISW																																																	
10	CLICK on "Cash Log" tab at bottom of PVAISW.																																																	
11	<p>FILL IN the digital Cash Log form to reflect all cash sale of meals for the day.  <u>Sub-Steps: Each step maps to illustrated form below.</u></p> <table border="1"> <thead> <tr> <th>STEP</th><th>ACTION</th></tr> </thead> <tbody> <tr> <td>a)</td><td>TYPE the date (e.g., 01MAY2020) in line at far-left column.</td></tr> <tr> <td>b)</td><td>In "Explanation" column, ENTER the meal type served (breakfast, lunch, or dinner) <ul style="list-style-type: none"> <li>If a meal was not served, do not list it.</li> </ul> </td></tr> <tr> <td>c)</td><td>TYPE total amount BILLED to members paying cash.</td></tr> <tr> <td>d)</td><td>TYPE total amount RECEIVED from members paying cash. <ul style="list-style-type: none"> <li>This amount should match cash BILLED (prior step)</li> </ul> </td></tr> <tr> <td>e)</td><td>CONFIRM the amount in the "BALANCE" column is a running total that increases with each cash entry. <ul style="list-style-type: none"> <li>This "Balance" Column is auto-populated.</li> </ul> </td></tr> <tr> <td>f)</td><td>TYPE FSO initials in far-right column "FSO Initials".</td></tr> </tbody> </table> <p style="text-align: center;"><b>End of Point-of-Sale CASH Paperwork (Daily)</b></p> <div style="text-align: center;"> <p>The illustration shows the 'CASH LOG' form from the U.S. Department of Homeland Security, United States Coast Guard. It includes fields for UNIT NAME (USCGC), OPFAC (12-34567), and Sales for the month of May-20. Below these is a table with columns: DATE, EXPLANATION, BILLED, RECEIVED, OUT, BALANCE, and INITIALS. Callouts a-f point to the following fields: a) DATE, b) EXPLANATION, c) BILLED, d) RECEIVED, e) BALANCE, and f) INITIALS. The table contains four rows of data for meals served on May 1st and May 2nd.</p> <table border="1"> <thead> <tr> <th>DATE</th><th>EXPLANATION</th><th>BILLED</th><th>RECEIVED</th><th>OUT</th><th>BALANCE</th><th>INITIALS</th></tr> </thead> <tbody> <tr> <td>1-May-20</td><td>Breakfast</td><td>\$25.50</td><td>\$25.50</td><td>\$0.00</td><td>\$25.50</td><td>AJC</td></tr> <tr> <td>1-May-20</td><td>Lunch</td><td>\$46.50</td><td>\$46.50</td><td>\$0.00</td><td>\$72.00</td><td>AJC</td></tr> <tr> <td>2-May-20</td><td>Breakfast</td><td>\$5.10</td><td>\$5.10</td><td>\$0.00</td><td>\$77.10</td><td>AJC</td></tr> <tr> <td>2-May-20</td><td>Lunch</td><td>\$9.30</td><td>\$9.30</td><td>\$0.00</td><td>\$86.40</td><td>AJC</td></tr> </tbody> </table> </div>	STEP	ACTION	a)	TYPE the date (e.g., 01MAY2020) in line at far-left column.	b)	In "Explanation" column, ENTER the meal type served (breakfast, lunch, or dinner) <ul style="list-style-type: none"> <li>If a meal was not served, do not list it.</li> </ul>	c)	TYPE total amount BILLED to members paying cash.	d)	TYPE total amount RECEIVED from members paying cash. <ul style="list-style-type: none"> <li>This amount should match cash BILLED (prior step)</li> </ul>	e)	CONFIRM the amount in the "BALANCE" column is a running total that increases with each cash entry. <ul style="list-style-type: none"> <li>This "Balance" Column is auto-populated.</li> </ul>	f)	TYPE FSO initials in far-right column "FSO Initials".	DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS	1-May-20	Breakfast	\$25.50	\$25.50	\$0.00	\$25.50	AJC	1-May-20	Lunch	\$46.50	\$46.50	\$0.00	\$72.00	AJC	2-May-20	Breakfast	\$5.10	\$5.10	\$0.00	\$77.10	AJC	2-May-20	Lunch	\$9.30	\$9.30	\$0.00	\$86.40	AJC
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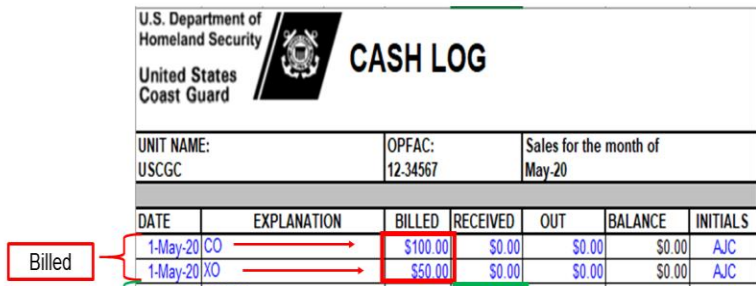
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## Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION												
ICA CASH Paperwork (End-of-Month)													
12	OBTAIN: <ul style="list-style-type: none"> <li>Individual Credit Account (ICA) Workbook</li> <li>Cash Log form (located in the month's PVAISW)</li> </ul>												
13	OPEN ICA Workbook Form CG-3476.												
14	ISSUE ICA bill to patron. <u>Sub-steps:</u> <table border="1"> <thead> <tr> <th>STEP</th><th>ACTION</th></tr> </thead> <tbody> <tr> <td>a)</td><td>OPEN ICA Workbook</td></tr> <tr> <td>b)</td><td>CLICK on ICA tab for patron (e.g., ICA1, ICA2, ICA3)</td></tr> <tr> <td>c)</td><td>SAVE digital ICA bill to computer.</td></tr> <tr> <td>d)</td><td>           SEND email to patron with ICA bill attached and description:           <ul style="list-style-type: none"> <li>Month/Year of Bill</li> <li>Total cash payment due (to be paid by check, money order, cashier's check or actual cash dollar bills/coins.)</li> <li>Bill due within 5 days of receipt.</li> </ul> </td></tr> <tr> <td>e)</td><td>PRINT copy of patron's ICA bill.</td></tr> </tbody> </table>	STEP	ACTION	a)	OPEN ICA Workbook	b)	CLICK on ICA tab for patron (e.g., ICA1, ICA2, ICA3)	c)	SAVE digital ICA bill to computer.	d)	SEND email to patron with ICA bill attached and description: <ul style="list-style-type: none"> <li>Month/Year of Bill</li> <li>Total cash payment due (to be paid by check, money order, cashier's check or actual cash dollar bills/coins.)</li> <li>Bill due within 5 days of receipt.</li> </ul>	e)	PRINT copy of patron's ICA bill.
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## Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION
15	OPEN "Cash Log" form in PVAISW.
16	<p>COMPLETE Cash Log data for all ICA patrons billed that month:</p> <ul style="list-style-type: none"> <li>• Date that patron received bill from FSO.</li> <li>• Patron's name (in "Explanation" column)</li> <li>• Amount patron was billed.</li> <li>• FSO initials in far-right column verifying ICA bill.</li> </ul> <p>(See illustration below, lines marked "<b>Billed</b>")</p> 
17	<p>After FSO receives patron's cash payment, FSO COMPLETES the bottom section of the patron's PAPER ICA BILL, including the following data:</p> <ul style="list-style-type: none"> <li>• Writes the DATE</li> <li>• Writes the Form of payment</li> <li>• Writes digital signature</li> </ul>
18	FSO RIPS bottom receipt section of ICA BILL for the patron.
19	FSO GIVES bottom receipt section of ICA BILL to the patron.
20	OPEN PVAISW.
21	CLICK "Cash Log" tab at bottom of PVAISW.
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## Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

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22	<p>In Cash Log Form of PVAISW, ENTER all ICA patrons who paid their bill with cash, to include this data:</p> <ul style="list-style-type: none"><li>• Date that patron paid bill</li><li>• Patron's name (in "Explanation" column)</li><li>• Amount FSO received from patron.</li><li>• FSO initials in far-right column verifying payment.</li></ul> <p><i>See illustration below. The lines marked "paid" show that the payment was RECEIVED (note the "Received" column in the form below)</i></p> <div><table border="1"><thead><tr><th colspan="2">U.S. Department of Homeland Security United States Coast Guard</th><th colspan="5">CASH LOG</th></tr><tr><td colspan="2">UNIT NAME: USCGC</td><td>OPFAC: 12-34567</td><td colspan="4">Sales for the month of May-20</td></tr><tr><th>DATE</th><th>EXPLANATION</th><th>BILLED</th><th>RECEIVED</th><th>OUT</th><th>BALANCE</th><th>INITIALS</th></tr></thead><tbody><tr><td>1-May-20</td><td>CO</td><td>\$100.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>AJC</td></tr><tr><td>1-May-20</td><td>CO</td><td>\$50.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>AJC</td></tr><tr><td>3-May-20</td><td>CO Paid</td><td>\$0.00</td><td>\$50.00</td><td>\$0.00</td><td>\$50.00</td><td>AJC</td></tr><tr><td>5-May-20</td><td>CO Paid</td><td>\$0.00</td><td>\$100.00</td><td>\$0.00</td><td>\$150.00</td><td>AJC</td></tr></tbody></table></div> <p><i>Note: Patron's will be billed to start the next month' Cash Log (Billed in May for April's ICAs)</i></p>	U.S. Department of Homeland Security United States Coast Guard		CASH LOG					UNIT NAME: USCGC		OPFAC: 12-34567	Sales for the month of May-20				DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS	1-May-20	CO	\$100.00	\$0.00	\$0.00	\$0.00	AJC	1-May-20	CO	\$50.00	\$0.00	\$0.00	\$0.00	AJC	3-May-20	CO Paid	\$0.00	\$50.00	\$0.00	\$50.00	AJC	5-May-20	CO Paid	\$0.00	\$100.00	\$0.00	\$150.00	AJC
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