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## Lesson 2: Complete a Sale of Meals with CASH

### Introduction

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#### Lesson Overview

Lesson 3 provides the FSO with the skills and knowledge required to complete a sale of meals when the patron pays using CASH, which includes personal check, cashier's check, money order, or dollar bills/coins.

A patron can pay for their meal with cash at the cash register (referred to as a "point of sale"), or the patron might use cash to pay their Individual Credit Account (ICA) bill at the end of the month.

In earlier lessons you learned that patrons with an ICA Bill are billed at the end of the month for all meals they purchased that month. The patron can pay their ICA bill with either a credit card using Pay.gov (covered in the previous lesson), or the patron can pay their ICA bill with CASH (to be covered in this lesson). In this lesson you will learn how to issue an ICA bill to a patron who is paying their ICA bill with CASH.

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#### Objective(s)

After this lesson, students should be able to:

- Given an authorized patron paying cash for a meal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), a computer with access to USCG CS Portal, an Individual Credit Account (ICA) Workbook, meal rates, an approved storage container to secure funds, and Job Aid "How to Complete Sale of Meals with Cash", **COMPLETE** sale of meals with CASH with 100% accuracy. (TPO)
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#### References


- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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End of Introduction to Lesson 2

## Lesson Structure

### Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Anthony Ciurlino at [Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)

Lesson Title	Lesson 3. Complete a Sale of Meals with CASH.
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> <li>• <u>Recommended Start:</u> Day 4 by 1300 PST</li> <li>• <u>Complete:</u> Day 4 by 1500 PST</li> <li>• <u>Duration Range:</u> 60 MIN – 120 MIN.</li> </ul>
Paper Materials 	<p>Note: The Job Aid “How to Complete a Sale of Meals with CASH” for Lesson 3 was updated and is available to download on milSuite under Unit 7, Lesson 3. in the Knowledge Development Link.</p> <p>Do not use the Job Aid in the paper Job Aid Booklet for this lesson, because it is outdated.</p>
1. Develop Knowledge	<p>This lesson begins with a recorded LECTURE introducing foundational knowledge. Next you will view a recorded video DEMONSTRATION (while referring to Job Aid) on how to complete a sale of meals with CASH.</p> <p>See “Knowledge Development” Section in this User Guide for instructions.</p>
2. Complete Practice	<p>This lesson offers one practice on completing a sale of meals with Cash.</p> <p>See “Practice” Section in this User Guide for instructions.</p>
3. Complete Assessment	<p>This lesson offers an assessment to confirm student proficiency in completing a sale of meals with Cash.</p> <p>See “Assessment” Section in this User Guide for instructions.</p>
End of Lesson Description	

## **Knowledge Development: Complete Sale of Meals with CASH**

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**Instructions:**  
**Recorded**  
**Lecture**

1. Go to the FSO PVA site on milSuite.  
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click on the link for Unit 7. Manage Sale of Meals, Lesson 3. Complete a Sale of Meals with CASH.
3. Click on the “Knowledge Development” link.
4. Download the new, updated Job Aid “How to Complete a Sale of Meals with CASH”.
  - Updated Job Aid is located in the “paper clip section” of “Knowledge Development”.
  - Download updated JA and, if possible, print it.
  - Do not use the CASH Job Aid in your paper Job Aid Booklet.
5. Click on recorded LECTURE: “Complete a Sale of Meals with CASH”
  - Optional but recommended: Print this User Guide and take notes on LECTURE slides on the following pages.
6. Email instructor with any questions, if needed.

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Lecture Slides are on next few pages

## Knowledge Development: Lecture Slides

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### Objective(s)

Given an authorized patron paying with cash for a meal, a computer with CS Portal access, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an Individual Credit Account (ICA) Workbook, meal rates, an approved storage container to secure funds, and Job Aid "How to Complete a Sale of Meals with Cash", **COMPLETE** a sale of meal with cash with 100% accuracy. (TPO)

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### Agenda

- Authorized Forms of CASH Payment
- Cash Payment at Point of Sale
  - Meal Sign-In Sheet (CG-4901)
  - Cash Log for Payment at Point of Sale
- Cash Payment at End of Month for ICA
  - Individual Credit Account (ICA) (CG-3476)
  - Cash Log for Payment of an ICA
- Maintaining Funds
- Review



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## Knowledge Development: Lecture Slides

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### Authorized Forms of **CASH** Payment

- Point of Sale:
  - Cash
  - Personal Check
  - Money Order
  - Cashier's Check
- ICA (Credit): Received at end of month
  - Personal Check
  - Money Order
  - Cashier's Check



### Authorized Forms of **CASH** Payment, continued

- Checks, Money Orders, or Cashier's Checks
  - Made out to "U.S. Coast Guard"



### Cash Payment at Point of Sale

What CGDF paperwork is required to be completed if a Cash Payment will be made at the time of Sale?

- Meal Sign-In Sheet (CG-4901)
- Cash Log

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## Knowledge Development: Lecture Slides

### Meal Sign-In Sheet (CG-4901)

U.S. DEPARTMENT OF HOMELAND SECURITY  
UNITED STATES COAST GUARD  
CG-4901 (Rev. 5-15)

DATE: 1 May 20

UNIT: USCGC

CASHIER: Cashier Name Here

RECEIVED BY (FSO): Enter FSO Name Here

NAME PRINT	CA	SR	UNIT OR (AUX) (PR) (GUEST)	Meal				Breakfast					
				STANDARD MEAL DATE	\$ 2.10	ADULTS	ADULTS	STANDARD MEAL DATE	\$ 4.10	ADULTS	ADULTS		

Change the correct amount to Patron at point of sale, based off Patron's category (Standard or Full)

### Calculate Totals

1. Refer to completed paper Meal Sign-In Sheets for that day.
2. Total the cash paid for both standard and full rate meals sold that day for each meal (breakfast, lunch, or dinner).

### Cash Log for Payment at Point of Sale

For each Meal Service, fill out:

- Date
- Which meal was served (if a meal isn't served, you don't have to list it)
- Amount of Billed to all members paying Cash
- Amount of Cash Received (should be the same as Billed)

\*Balance will be a running total of Cash on Hand

- FSOs Initials to verify transactions

U.S. Department of Homeland Security  
United States Coast Guard

**CASH LOG**

UNIT NAME: USCGC      OFFICER: 12.34567      Sales for the month of May 20

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

Continued next page

## Knowledge Development: Lecture Slides

### Cash Payment at End of Month for ICA

What CGDF paperwork is required to be completed if a Cash Payment will be made at the end of the month to pay an ICA ?

- Individual Credit Account (ICA)
- Cash Log in PVAISA

### Issue an Individual Credit Account (CG-3476) Bill to Patron

At the end of the Month, ICAs are issued to each Patron

- FSO records
  - Date Paid
  - Form of Payment
  - Signs as "Payment Received By" upon payment
- Patron
  - Must pay by 05 working days
  - keeps the bottom

### Cash Log for Payment of an ICA

For Members being Billed on ICAs, fill out:

- Date, Patron's name, and amount Billed
    - List all Patron's Billed
  - Separate Line - Date, Patron's name, and amount Received when Paid
    - Can be one Line if Patron Pays on date Billed
  - Balance will be a running total of funds Received (On Hand)
  - FSO's Initials to verify transactions
- \*Patron's will be billed to start the next month's Cash Log (Billed in May for April's ICAs)

U.S. Department of Homeland Security United States Coast Guard		CASH LOG				
UNIT NAME: USCGC		OFFICER: 12-34567	Sales for the month of May 20			
DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS
1-May-2020		\$100.00	\$0.00	\$0.00	\$0.00	AJC
1-May-2020		\$50.00	\$0.00	\$0.00	\$0.00	AJC
3-May-2020	IO Paid	\$0.00	\$50.00	\$0.00	\$50.00	AJC
5-May-2020	IO Paid	\$0.00	\$100.00	\$0.00	\$150.00	AJC

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## Knowledge Development: Lecture Slides

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### Maintaining Funds (Cash)

- Secure Funds:
  - GSA Approved Class 5 Safe
- Cash on Hand limited to:
  - \$5,000 maximum
- Change Making Fund limited to:
  - \$500 maximum




### Summary and Review

- Authorized Forms of CASH Payment
- Cash Payment at Point of Sale
  - Meal Sign-In Sheet (CG-4901)
  - Cash Log for Payment at Point of Sale
- Cash Payment at End of Month for ICA
  - Individual Credit Account (ICA) (CG-3476)
  - Cash Log for Payment of an ICA
- Maintaining Funds
- Questions?



### Congratulations!

**You have completed the LECTURE for Unit 7.  
Lesson 3. Complete a Sale of Meals with CASH.**



Next Steps:

1. Access USER GUIDE for U7 Lesson 3 for instructions on lesson completion.
2. On milSuite "Knowledge Development" section for U7L3, download the digital Job Aid "How To Complete a Sale of Meals with CASH".
3. View video Demonstration "How to Complete Sale of Meals with CASH."
4. Complete PRACTICE, then submit and receive instructor feedback.
5. Complete ASSESSMENT, then submit and receive instructor evaluation.

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End of Lecture's Slides

## Knowledge Development: Demonstration – CASH

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### Instructions: Recorded Video Demonstration

1. After completing the LECTURE, it is time to view the recorded video demonstration, “How to Complete a Sale of Meals with CASH.”
2. Refer to new updated Job Aid “How to Complete a Sale of Meals with CASH” located on your milSuite Knowledge Development page.
  - Do not use the paper Job Aid in your Job Aid Booklet, as this is an older version.
3. Locate Unit 7. Manage Sale of Meals, Lesson 2. “Complete Sale of Meals with CASH.”
4. Click on “Video Demonstration” link.
5. Click on demonstration file to view video of instructor demonstrating how to Complete a Sale of Meals with CASH using the parameters listed below.
  - Refer to the steps in your Job Aid, “How to Complete Sale of Meals with CASH”, while viewing demonstration.

### Demonstration Details:

- Given a patron’s ICA bill amount and a patron wishing to pay CASH for this ICA bill, the instructor will open a PVAISW to fill out a Cash Log to record the patron’s cash payment for their ICA bill.

### Performance Criteria:

For this demonstration, the instructor achieved the following **performance criteria** as an outcome of this demonstration.

The instructor produced:

- A completed CASH Log with accurate column data.
- FSO-Initialed CASH Log

The same performance criteria will be applied to your practice (next section) and your assessment to confirm your proficiency in this skill.

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End of Demonstration

## **Practice: Complete a Sale of Meals with CASH**

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### **Instructions: Practice**

#### Access Practice Materials Online

*Important Reminder! If you have not yet done so, download (and print, if possible) the new, updated Job Aid, "How to Complete a Sale of Meals with CASH" located on milSuite U7L3 in the Knowledge Development link.*

1. This PRACTICE develops your skill to achieve the following Terminal Performance Objective:
  - Given an authorized patron paying cash for a meal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), a computer with access to USCG CS Portal, an Individual Credit Account (ICA) Workbook, meal rates, an approved storage container to secure funds, and Job Aid "How to Complete Sale of Meals with Cash", **COMPLETE** sale of meals with CASH with 100% accuracy. (TPO)
2. On milSuite FSO-PVA course site under Unit 7. Lesson 3. "Complete a Sale of Meals with CASH", click on PRACTICE link
3. Download the form(s) listed on the screen for the PRACTICE:
  - a) PVAISW (this contains the Cash Log)

#### Complete Practice

4. Complete your practice assignment using:
  - your Job Aid, "How to Complete a Sale of Meals with CASH" for guidance,
  - the forms posted on the milSuite PRACTICE section (PVAISW containing the Cash Log),
  - the "Practice Parameters" below
  - On the following pages: Two ICA BILLS and two personal checks.

#### Practice Parameters:

- a) You will issue an ICA BILL to two different patrons on the first of the month.
- b) Both patron's ICA bills and their personal checks are on the next few pages.

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## Practice: Complete Sale of Meals with CASH, Continued

### ICA BILLS for Practice Assignment: ICA BILL #1 of 2 for Patron LT WASHINGTON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3476 (REV. 4/83)															INDIVIDUAL CREDIT ACCOUNT															MONTH AND YEAR March-20	
NAME OF PURCHASER Washington															GRADE AND RATE LT					UNIT USCGC											
DATE		STANDARD						INITIALS		DATE		FULL						INITIALS													
		D	L	S	HR	IOCH						D	L	S	HR																
1		0	0	0							1	0	0	0																	
2		0	0	0							2	0	0	0																	
3		1	1	1							3	0	0	0																	
4		1	1	1							4	0	0	0																	
5		1	1	1							5	0	0	0																	
6		0	0	0							6	0	0	0																	
7		0	0	0							7	0	0	0																	
8		0	1	0							8	0	0	0																	
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28		0	0	0							28	0	0	0																	
29		0	0	0							29	0	0	0																	
30		0	0	0							30	0	0	0																	
31		0	0	0							31	0	0	0																	
TOTALS		6	9	6	0	0					TOTALS		0	0	0																

Page 1

INSTRUCTIONS  
 THE COAST GUARD DINING FACILITY MAINTAINS THE COAST GUARD INDIVIDUAL PURCHASING AREA CREDIT. POST MEAL COLUMNS DAILY, OR ON THE DATE. THE COAST GUARD INDIVIDUAL PURCHASING AREA CREDIT IS MAINTAINED. TOTAL THE MEAL CREDITED AT THE END OF THE MONTH PRIOR TO DETAIL. PRINT OF AN INDIVIDUAL AND DETAIL. PRINT OF AN INDIVIDUAL THE PURCHASER'S SIGNATURE AND DETAIL IN THE COAST GUARD INDIVIDUAL PURCHASING AREA. DETAIL IN THE COAST GUARD INDIVIDUAL PURCHASING AREA. DETAIL IN THE COAST GUARD INDIVIDUAL PURCHASING AREA.

RECAPITULATION					DATE PAID	
MEALS	NUMBER	STANDARD	FULL	AMOUNT		
Breakfast	6	0	\$2.55	\$4.10	\$15.30	
Lunch	9	0	\$4.65	\$7.70	\$41.85	
Supper	6	0	\$4.65	\$7.70	\$27.90	
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00	
IOCH	0		\$0.00		\$0.00	
VALUE OF PURCHASES . . . . . TOTAL					\$85.05	
					DATE PAID	
					PAID BY / CHECK NUMBER	
					PAYMENT RECEIVED BY	
					SERIALIZED NUMBER	
					0001	

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PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS					MONTH AND YEAR	
MEALS	NUMBER	RATE	AMOUNT			
Breakfast	6	0	\$2.55	\$4.10	\$15.30	
Lunch	9	0	\$4.65	\$7.70	\$41.85	
Supper	6	0	\$4.65	\$7.70	\$27.90	
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00	
IOCH	0		\$0.00		\$0.00	
VALUE OF PURCHASES . . . . . TOTAL					\$85.05	
					DATE PAID	
					PAYMENT RECEIVED BY	
					SERIALIZED NUMBER	
					0001	

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## Practice: Complete Sale of Meals with CASH, Continued

### ICA BILLS for Practice Assignment: ICA BILL #2 of 2 for Patron LTJG JEFFERSON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5476 (REV. 4/83)												INDIVIDUAL CREDIT ACCOUNT												MONTH AND YEAR March-20	
NAME OF PURCHASER Jefferson												GRADE AND RATE LTJG				UNIT USCGC									
DATE		STANDARD						INITIALS		DATE		FULL						INITIALS		INSTRUCTIONS					
D	L	S	HR	IOCH					D	L	S	HR													
1	0	0	0						1	0	0	0													
2	0	0	0						2	0	0	0													
3	1	1	1						3	0	0	0													
4	1	1	1						4	0	0	0													
5	1	1	1						5	0	0	0													
6	0	0	0						6	0	0	0													
7	0	1	0						7	0	0	0													
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26	0	1	0						26	0	0	0													
27	0	0	0						27	0	0	0													
28	0	0	0						28	0	0	0													
29	0	1	0						29	0	0	0													
30	0	0	0						30	0	0	0													
31	0	0	0						31	0	0	0													
TOTALS		6	13	6	0	0			TOTALS		0	0	0	0											

RECAPITULATION					DATE PAID	
MEALS	NUMBER	STANDARD	FULL	AMOUNT		
Breakfast	6	0	\$2.55	\$4.10	\$15.30	
Lunch	13	0	\$4.65	\$7.70	\$60.45	
Supper	6	0	\$4.65	\$7.70	\$27.90	
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00	
IOCH	0		\$0.00	\$0.00	\$0.00	
VALUE OF PURCHASES ..... TOTAL					\$103.65	
					SERIALIZED NUMBER	0002

PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS					MONTH AND YEAR	
MEALS	NUMBER	RATE	AMOUNT			
Breakfast	6	0	\$2.55	\$4.10	\$15.30	
Lunch	13	0	\$4.65	\$7.70	\$60.45	
Supper	6	0	\$4.65	\$7.70	\$27.90	
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00	
IOCH	0		\$0.00	\$0.00	\$0.00	
VALUE OF PURCHASES ..... TOTAL					\$103.65	
					SERIALIZED NUMBER	0002

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## Practice: Complete Sale of Meals with CASH, Continued

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Personal Check  
from LT  
Washington  
For their ICA Bill

NAME AND ADDRESS	
Date <u>04/02/20</u>	
Pay to the Order of: <u>US Coast Guard</u>	\$ <u>85.05</u>
<u>Eighty five dollars and 05/100</u> Dollars	
<b>BIG BANK</b> 	
MEMO <u>March Chowbill</u>	<u>LT Washington</u>

Personal Check  
from LTJG  
Jefferson for their  
ICA Bill

NAME AND ADDRESS	
Date <u>04/03/20</u>	
Pay to the Order of: <u>US Coast Guard</u>	\$ <u>103.65</u>
<u>One hundred, three dollars and 65/100</u> Dollars	
<b>BIG BANK</b> 	
MEMO <u>March Chowbill</u>	<u>LTJG Jefferson</u>

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## **Practice: Complete Sale of Meals with CASH, Continued**

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**Instructions:  
Practice,  
CONT.**

5. After completing your practice assignment, save all relevant file(s) on your computer.

Suggested naming convention of your files:

- Practice\_U7L3\_CASH\_SaleMeals\_ (YOUR LAST NAME)

6. Review your completed practice form(s) to confirm you have achieved the following performance criteria:

- A completed CASH Log with accurate column data.
- FSO-Initialed CASH Log

### Submit Completed Practice Forms

7. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):

- Subject: U7L3 PRACTICE (Your Last Name)
- Attachment: Your practice doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Practice (U7L3 CASH)
  - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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**Practice: Complete Sale of Meals with CASH, Continued**

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**Instructions:**  
**Practice,**  
**CONT.**Receive Instructor Feedback on Practice

13. Your instructor will contact you with feedback using the email and phone number you included in your email.

14. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.</li><li>4. Pursue action determined with instructor in Step 3.</li></ol>

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End of Practice



## Assessment: Complete a Sale of Meals with CASH

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### Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given an authorized patron paying cash for a meal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), a computer with access to USCG CS Portal, an Individual Credit Account (ICA) Workbook, meal rates, an approved storage container to secure funds, and Job Aid “How to Complete Sale of Meals with Cash”, **COMPLETE** sale of meals with CASH with 100% accuracy. (TPO)
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Performance Criterion for Successful Assessment Outcome:
  - A completed CASH Log with accurate column data.
  - FSO-Initialed CASH Log
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Complete Sale of Meals with CASH” to review this assessment. If you did not download the PTC Booklet at the start of this course, the PTC Booklet can be found on this course’s milSuite site in the far-right column.

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## **Assessment: Complete Sale of Meals with CASH, Continued**

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**Instructions:  
Assessment,  
CONT.**

Access Assessment Materials Online

6. Go to milSuite.mil, Unit 7. Workbooks, Lesson 2. Complete Sale of Meals with CASH.
7. Click on ASSESSMENT link.
8. Download the forms listed on the screen for the PRACTICE:
  - PVAISW containing Cash Log

Complete Assessment

9. Complete your Assessment assignment using:
  - your Job Aid, “How to Complete a Sale of Meals with CASH” for guidance,
  - the forms posted on the milSuite ASSESSMENT section (PISW containing Cash Log),
  - the “Assessment Parameters” below
  - On the following pages: Two ICA BILLS and two personal checks from patrons paying their ICA bill with CASH.

Assessment Parameters:

- a) You will issue an ICA BILL to two different patrons on the first of the month.
- b) Both patron’s ICA bills and their personal checks are on the next few pages.

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**Assessment: Complete Sale of Meals with CASH, Continued**

**ICA BILLS for Assessment: ICA BILL #1 of 2 for Patron LT WASHINGTON**

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3475 (REV. 4/83)										<b>INDIVIDUAL CREDIT ACCOUNT</b>										MONTH AND YEAR <b>April-20</b>	
NAME OF PURCHASER <b>Washington</b>												GRADE AND RATE <b>LT</b>				UNIT <b>USCGC</b>					
DATE	STANDARD						INITIALS	DATE	FULL						INITIALS						
	D	L	S	MR	IOCH				D	L	S	MR									
1	0	0	0					1	0	0	0										
2	0	1	0					2	0	0	0										
3	0	0	0					3	0	0	0										
4	0	0	0					4	0	0	0										
5	0	0	0					5	0	0	0										
6	0	0	0					6	0	0	0										
7	0	1	0					7	0	0	0										
8	0	1	0					8	0	0	0										
9	0	0	0					9	0	0	0										
10	0	0	0					10	0	0	0										
11	0	0	0					11	0	0	0										
12	0	0	0					12	0	0	0										
13	0	0	0					13	0	0	0										
14	1	1	1					14	0	0	0										
15	1	1	1					15	0	0	0										
16	1	1	1					16	0	0	0										
17	1	1	0					17	0	0	0										
18	0	0	0					18	0	0	0										
19	0	0	0					19	0	0	0										
20	0	0	0					20	0	0	0										
21	0	0	0					21	0	0	0										
22	0	0	0					22	0	0	0										
23	0	1	0					23	0	0	0										
24	0	1	0					24	0	0	0										
25	0	1	0					25	0	0	0										
26	0	1	0					26	0	0	0										
27	0	0	0					27	0	0	0										
28	0	0	0					28	0	0	0										
29	0	1	0					29	0	0	0										
30	0	1	0					30	0	0	0										
31	0	0	0					31	0	0	0										
TOTALS	4	13	3	0	0			TOTALS	0	0	0	0									

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<b>RECAPITULATION</b>					<b>DATE PAID</b>	
MEALS	NUMBER	STANDARD	FULL	AMOUNT		
Breakfast	4	0	\$2.55	\$4.10	\$10.20	
Lunch	13	0	\$4.65	\$7.70	\$60.45	
Supper	3	0	\$4.65	\$7.70	\$13.95	
Mileage	0	0	\$0.00	\$0.00	\$0.00	
IOCH	0	0	\$0.00	\$0		

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**Assessment: Complete Sale of Meals with CASH, Continued**

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**Personal Check  
from LTJG  
Jefferson for their  
ICA Bill**

NAME AND ADDRESS	
Pay to the Order of: <i>US Coast Guard</i>	<u>05/05/20</u> Date \$ <u>84.60</u>
<u>Fifty four dollars and 60/100</u> Dollars	
<b>BIG BANK</b>	
MEMO <u>April Chowbill</u>	<u>LT Washington</u>

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**Personal Check  
from LTJG  
Jefferson for  
their ICA Bill**

NAME AND ADDRESS	
Pay to the Order of: <i>US Coast Guard</i>	<u>05/05/20</u> Date \$ <u>70.65</u>
<u>Seventy dollars and 65/100</u> Dollars	
<b>BIG BANK</b>	
MEMO <u>April Chowbill</u>	<u>LTJG Jefferson</u>

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## **Assessment: Complete Sale of Meals with CASH, Continued**

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**Instructions:  
Assessment,  
CONT.**

10. After completing your practice assignment, save all relevant file(s) on your computer.

Suggested naming convention of your files:

- Assessment\_U7L3\_CASH\_SaleMeals\_ (YOUR LAST NAME)

11. Review your completed Assessment form(s) to confirm you have achieved the following performance criteria:

- A completed CASH Log with accurate column data.
- FSO-Initialed CASH Log

### Submit Completed Assessment Forms

12. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):

- Subject: U7L3 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Assessment (U7L3 CASH SALEMEALS)
  - Your full name, time zone, your email to receive instructor evaluation results, and your cell phone.

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**Assessment: Complete Sale of Meals with CASH, Continued**

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**Instructions:  
Assessment,  
CONT.**Receive Instructor Feedback on Assessment

13. Your instructor will contact you with feedback using the email and phone number you included in your email.

14. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready to attempt a second assessment or if you want to go back and do another practice before attempting assessment again.</li><li>4. Pursue action determined with instructor to successfully pass your assessment.</li></ol>

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End of Assessment