

## CHAPTER 10 - RETAIL SALES

### **PROCEDURES FOR THE CONTROL OF RETAIL SALES PROCEEDS BY CASHIERS**

1. Retail Sales. Receive and deposit retail sale proceeds using the following procedures:

a. Forms of payment for retail sales include cash, US Treasury approved credit cards, guaranteed negotiable instruments made payable to or endorsed to the US Treasury in any form (e.g., cashier's check, certified check, traveler's check, bank draft and/or postal or telegraphic money order). When accepting checks, money orders, etc., they should be for the amount of purchase. To ensure you maintain the authorized amount of cash in your change fund, accept checks/money orders over the amount of purchase only if furnishing change will not cause your change fund to go below the amount authorized.

b. Cashiers will allow returns and/or refunds of retail sale property on the day of the sale only. Any refunds will be in the same manner as the original purchase (i.e., cash to cash, credit to credit card). If the return, and subsequent refund, is for the exact amount of the check, the check will be returned to the customer. If a customer pays for more than one item with a check and returns less than all the items, the Cashier will refund cash only if the refund does not deplete the cash change fund below the authorized amount. If this does happen, the Cashier will obtain the customer's name and address, prepare a SF 1049 and advise the customer that a check will be sent to them for the amount of refund from DFAS-CO in approximately 2-4 weeks.

c. Deposit proceeds from retail sales with the designated financial institution, in assigned TGA, the same day as the sale. Forward the DD Form 1131 to DFAS-CO-FPDRC via facsimile the same day as the deposit. Use reference control numbers to identify the series of transactions under the system in use. Cite the appropriate deposit fund account on DD Form 1131 (see Chapter 6, paragraph B, this instruction).

2. Reconciliation of Proceeds.

a. Cash Register. Authorized cash registers for use in retail sales are those that contain a continuous tape and produce customer's receipts stamped with the name of the installation and date of sale. Itemized price of each article sold will be recorded on the tape. The total amount of proceeds recorded on the tape should equal the total amount of money collected by the cashier (i.e., tape total equals cash on hand less change fund). Use the continuous tapes as supporting documentation to DD Form 1131 and retain for a period of 3 years.

b. Retail Sales Tag, DRMS Form 198. Attach a DRMS Form 198 to each retail sale item as specified in DRMS-I 4160.14, Volume V. Total dollar value of tags should equal total amount of money collected by the cashier for the sale. The cashier prepares supporting documents to the DD Form 1131 and retains for a period of 3 years.

***NOTE: Cashier policies and procedures regarding money handling, voucher preparation, financial record, etc., previously addressed in this instruction, apply to retail sales as well as other types of sales. Issues discussed in this chapter are specific to retail sales and are therefore addressed separately.***