## YORK SUBURBAN LITTLE ORANGE CAFÉ

Thank you for running the concession stand for this event.

- 1. Please read the concession stand instructions if you are not familiar with the procedures.
- 2. A cash drawer will be provided by the Athletic Department. For cash issues contact the Athletic Director covering this event.
- 3. Count all start up cash record below. Loose change **DOES NOT** need to be counted. All counts should be verified by a second adult including start up cash and end of event totals.
- 4. Remember to leave \$150 in the drawer at all times, preferably in singles and fives. Loose change does not need to be counted and is not part of the \$150.
- 5. At the end of the event the Athletic Director will pick up the cash drawer.

## **Indoor Concession Stand Deposit Slip**

Fill out this form in duplicate, one copy stays in the book and one is included with the deposit money. Event: Date:\_\_\_\_ Team(s) Working Event:\_\_\_\_ 1<sup>st</sup> Counter 2<sup>nd</sup> Counter Denomination Total \$50 \$ \_\_\_\_ \$20 \$\_\_\_\_\_ \$10 \$\_\_\_\_\_ \$5 \$\_\_\_\_\_ \$\_\_\_\_ \$1 Change \$ . \$\_\_\_\_\_ Sub-Total Less Start Up \$ Deposit Amount \$\_\_\_\_\_ COUNTERS MUST BE ADULTS 1<sup>st</sup> Counter Signature: 2<sup>nd</sup> Counter Signature: