



ECONOMY SHOP TRANSACTIONS PROCEDURES Men's Casual Wear

CASH TRANSACTIONS

- \$50 and \$100 bills are accepted as long as there is sufficient change in the cashbox
- Always check the picture watermark on larger bills. Make sure it matches the center portrait. Use the counterfeit detection pen found in the cashbox

CREDIT/DEBIT and CHECK TRANSACTIONS

- All credit and debit transactions are done at the FRONT DESK on the first floor
 - Fill out a 3-part form. Make sure to include "CASUAL MEN'S WEAR" at the bottom.
 - WHITE and YELLOW copies - CUSTOMER
 - PINK copy – MERCHANDISE
 - Hold and label purchase (in bag) with CUSTOMER NAME and PHONE NUMBER.
 - Attach PINK copy
 - Customer takes the WHITE and YELLOW copies to the FRONT DESK on the first floor
 - Customer returns PINK COPY stamped "PAID"
 - If it's not stamped "PAID", customer needs to return to FRONT DESK. Do not give customer merchandise without first receiving a "PAID" PINK COPY
 - Before giving customer their purchases, double check form #'s on the yellow and pink copies to make sure the match



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