

Money Person

1. When you check in, tell them that you are money person, and they will give you a micros card.
2. Go to the vault and knock on the door. They do not always open it right away. You should hear a click, then you can push the door open.
3. Pick up a cash box on the wall to your right. Tell the people in the vault what stand you are in, and they will put a money bag in a little door on the wall to your left. There is a sheet of paper in front of the window that you need to fill in next to the stand number. The cash box number is written on the box. You can tell the people in there that this is your first time and they should be pretty helpful.
4. There will be a white slip of paper in the bag that says how much money is in the bag. Count to make sure that things match.
5. Get a short cash slip and a long cash slip from near the window. Also get a small envelope; this will be for loose change at the end of the night. You may also want to grab some rubber bands. Ask if they have a counterfeit pen that you can use.
6. Take the box upstairs. Put money in the registers. I usually put 25 ones, 10 fives, and a roll of quarters in to each register. Do not rip up the quarter rolls, you may need them to roll quarters at the end of the night.
7. Check the paper in the credit card printers. Let stand leader know if more needs to be ordered.
8. Be available to replenish money throughout the evening. If you have to do a void, the directions are on the clipboard. Often times, you can make a note to yourself and do the actual void when things are slow. If you can't figure something out, you can call downstairs and ask for the floor supervisor to come and help you.
9. When the event starts, take twenties and larger out of cash registers. You can also take out credit card slips to get them out of the way. You will not turn those in yet. Count money and prepare for cash drop. If you have more than 25 of each denomination, bundle it in groups of 25. Refill registers and decide if you need any more ones or fives. You can buy \$100 of each, if necessary. I usually try to refill the ones and fives to the level that they were at the beginning of the night. The money people will tell you that you don't need to buy fives because you will get a lot back at halftime. It is up to you. I did buy fives once, and they were right, but I still don't feel comfortable if I don't have all of the cash registers stocked with fives before halftime. I usually end up buying ones. I like to have the cash registers stocked and \$100 worth of ones in the cash box before halftime starts. If you buy cash, you don't count that in your drop.
10. When the stand closes, take all money out of the cash registers and put it into the cash box. Take out all cash drawers and check for anything that may be hiding. Run the reports (instructions on stand lead's clipboard). Make extra copy of final report to give to Shelley. Put it all in the cash box and get someone to escort you to the elevator.
11. Find a desk near the vault to count the money. There are directions on the cash box lid as to how to bundle each denomination. All denominations are in groups of 25, except for the fives, which are in groups of 20. When you have finished counting, put all cash and coupons in a stack and put all credit card receipts on

- top, and wrap a rubber band around the whole thing. Put that in the cloth bag, and put the rolled quarters in there also.
12. Put any loose change in the small envelope.
 13. Fill out the long cash drop form. If you get to the end and have a large discrepancy, go back and recount to see if you can find your mistake, if not, just turn it in and hopefully the Ovations people will be able to help you find the problem.
 14. Take everything in to the vault. Put the empty cash box back on the shelf. When you get up to the window, you will put the cloth bag in to the little door, and give the loose change envelope and the large drop slip to the people at the window. You can also turn in the Micros card there. They will check the loose change count and give the slip back to you.
 15. Take the register reports; the cash drop slips, and any void slips to the desk in the ovations office. Keep the pink slips for Shelley. Wait for them to call your stand number and tell you that you can go.