

Subj: MWR & BQ NAF CENTRAL CASHIER & CASH COURIER SERVICE

Encl: (1) Cash collection locations
(2) Money Bag sample
(3) Deposit Bag Sub-custody Receipt
(4) Logbook sample format

ACTIVITY LOCATIONS SERVICED

Enclosure (1) is a listing of MWR/BQ cash collection locations. This list and the pick-up schedule for each location is subject to change in meeting operational requirements.

CASH COLLECTION PROCEDURES

Drop safe procedures:

- MWR/BQ activity cashiers will drop daily/shift cash receipts in a pre-numbered disposable bag, enclosure (2), provided by the QOL Accounting Office.
- Bags will be used in numeric sequence.
- Activity cashier will remove the receipt portion of the bag and attach it to the DAR to be sent to the QOL Accounting Office. Include VOID bag receipts.
- Activity cashier will attach the yellow and pink copies of a Deposit Bag Sub-custody receipt, enclosure (3), to the money bag before the drop. The white copy is retained by the facility manager.
- A witness to the drop will sign and time/date a log book before it is dropped. Enclosure (4) provides a sample logbook format. Witness can be anyone working in the facility. The witness is only validating that the bag was dropped, not how much money is in the bag. In the rare occasion when the cashier is the only employee present at the time of the drop, the cashier should note “no witness for bag drop” in the logbook.
- NEX cash courier will remove deposited bags at each location and log the bag numbers retrieved on a daily pick-up sheet that will be retained in the NEX courier office.
- NEX maintains control of drop safe combinations, ensuring individual accountability for safe access.

Procedures for locations that do not have drop safes:

- Transfer of sealed money bags will be documented by receipts indicating bag numbers, and signed by both parties involved in the transfer.
- Receipt copies will be maintained by the MWR activity and the receiving activity (e.g. NEX MiniMart or another MWR activity).

NEX point of contact for cash collections is Mike Slavin at 571-1246 or 386-4022 or Regina Atcherson at 423-3207.

CHANGE FUNDS

Permanent change funds, issued to MWR/BQ employees to be retained at their facility, are the responsibility of the QOL Accounting Office. Employees are responsible for the safekeeping of these funds in a location (e.g. safe) that is only accessible by the employee that was issued the fund. POC for QOL is Susan Partain, NAF Financial Manager, at 474-0774.

Temporary change funds are issued by the NEX Cashier Office, located in the NEX Mall complex, to meet daily and special need requirements of the MWR/BQ operations. Activity managers will coordinate requirements with Stephanie Orso 423-3297 or Gaylene Vedder 423-3210 at the NEX.

- The Deposit Bag Sub-custody Receipt, enclosure (3), is a three-part form used for internal control in documenting movement of deposit bags. White stays at the facility, yellow & pink are taken by the NEX courier to be retained in the NEX Cash Office and the NEX Security Office.
- Procedures for return of temporary change funds may vary, but normally they will be deposited in a separate bag at the same time of daily receipt deposits. Follow procedures outlined in the cash collection section of this SOP.
- A two-week prior notification by the MWR/BQ activity manager is requested for temporary change funds to accommodate special events.

NEX NOTIFICATION OF CASH COLLECTIONS TO QOL ACCOUNTING

- Completed DARs are delivered by NEX to the QOL Accounting Office daily, with bank deposit slips.
- Missing cash bags will be investigated immediately, including notification to the MWR/BQ Activity Manager, QOL Accounting Office and the NEX Cashier Office when a loss is suspected.

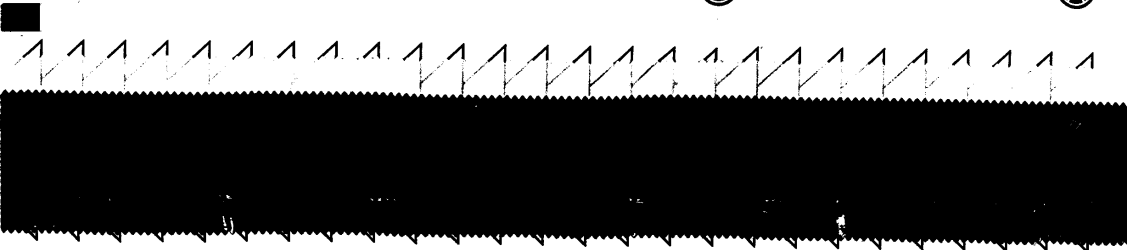
NEX COURIER IDENTIFICATION

Pictures and names of NEX couriers are provided for MWR/BQ activity use, to ensure only authorized personnel are attempting to access secure MWR/BQ spaces.

T. A. Jones
QOLSO Manager

PICK-UP LOCATIONS FOR NEX COURIERS
OCTOBER 2004

SAM SNEAD'S TAVERN
RAINBOW BAY MARINA
TOWERS POOL
NAVSTA BOWLING CENTER
OCEANS CLUB
DRIVING RANGE
ADVENTURES IN PARADISE – NCTAMS
19TH PUKA – BARBERS POINT
FOOD FRAME BOWLING CENTER
POWER POINT FITNESS – BARBERS POINT
SCOTT POOL
BANYAN'S CLUB
OUTDOOR ADVENTURE CENTER – BLOCH ARENA
BLOCH ARENA FITNESS
ITT – NEX
WENTWORTH PRO SHOP
RAINBOW HALE CDC
B&G CLUB – HALSEY
B&G CLUB – CATLIN
BOUGAINVILLE CDC
CLUB PEARL
GYM OFFICE – SUB SIDE
AUTO SKILLS CENTER – MOANALUA
OLDIES BUT GOODIES – FORD ISLAND
NAVY-MARINE GOLF PRO SHOP
B&G CLUB – MAIN MWR OFFICE
AUTO SKILLS CENTER – WESTLOCH
SHARKEY THEATER
LOCKWOOD HALL BOQ
MAKALAPA BOQ
ARIZONA HALL BQ
ITT – KUNIA
IROQUOIS POINT MINI-MART (B&G CLUB, GYM)
FORD ISLAND GYM



ONCE SECURELY SEALED, ATTEMPTS TO REOPEN BAG
WILL SHOW "VOID" HIDDEN GRAPHICS.



NOTE: "TO" AND "FROM" information MUST be filled in.

FROM: _____

TO: _____

DATE: _____

CONTENTS \$ _____

ACCOUNT # _____

SAMPLE

RE-ORDER NO. BPR9002M (323) 7223344
SIZE 9 X 12

DUB-L-CHECK SYSTEM DO NOT CUT HERE TO OPEN DUB-L-CHECK SYSTEM

Location

Date

(Fill in bag numbers)

Total Number of Bags

Print Name / Signature / Payroll #

Courier Signature / Payroll #

Initial here if drop safe is used.

Instructions:

1. Write the 10 to 14 digit bag control number in the box.
2. Draw a line through any unused boxes.
3. Courier will verify the bags and write the total number of bags.
4. Both parties will sign this form.
5. Courier will put all the courier copies together and drop in the night safe at Pearl Harbor.
6. If a drop safe is used for deposit, the location must initial in the appropriate box.

• White-Original

• Yellow-Loss Prevention

• Pink-Cash Cage

SAMPLE

DATE	TIME	DEPOSIT BAG #	CASHIER SIGNATURE	WITNESS SIGNATURE
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Enclosure (4)