



Policy Number: CO019

Date: April 13, 2012

John Griffin, Chief Financial Officer

Title: Customer Receipts

Purpose

To ensure that receipts are printed and extended to customers at the end of every transaction.

Background

The University Corporation (TUC) uses Info Genesis as its point-of-sale cash register system. Info Genesis has the capability to print receipts at the end of every transaction. Management requires cashiers to print a receipt at every transaction to ensure all sales are appropriately recorded.

Procedure

1. The Info Genesis terminals are programmed to automatically print a receipt at the end of every transaction.
2. Cashiers are required to hand the receipt to every customer by providing it with their change or Credit Card.