Title: Procedure for verifying $20 and $50 bills

Note: TUC does not accept $100 bills

Statement: This procedure is established to document the process that all TUC Food Service cashiers and managers must follow when a customer is paying with a $20 or $50 bill.

Procedure:

TUC management will provide each POS cash register with a counterfeit detector pen.

When a customer uses a $20 or $50 bill for payment in any TUC Food service unit, the cashier must perform 3 tests to make certain the bill is legitimate.

1. Feel the texture of the bill. Genuine currency has slightly raised ink and grooves on the coat that are easily felt with a thumbnail.

2. Hold the bill up to a light to check for a watermark. A watermark bearing the image of the person whose portrait is on the bill can be found on all bills. The watermark is embedded in the paper to the right of the portrait, and it can be seen from both sides of the bill.

3. Mark every $20 or $50 bill with the counterfeit detection pen that is on every register. If the mark turns from yellow to a dark color, the bill is counterfeit.

If the bill fails any one of these three tests, the cashier should not accept the bill and do the following:

1. Tell the customer that he/she believes the bill is counterfeit.

2. Ask the customer for another form of payment.

3. The cashier should attempt to hold on to the bill. However, TUC does not want to put a cashier in danger. If the cashier feels in danger, hand the bill back to the customer, immediately call both a manager and campus police. They can be reached at X2111 or from a cell at (818) 677-2111.
4. Cashier should take note of the customer’s appearance.

5. If the customer pays with another form of payment, immediately call a manager and report the incident.

The manager will then note the time of the incident and call campus police to report the bill. Campus police will come by to collect the bill and make a report.