



800 Gift Shop Standard Operating Procedures

801 Cash Drawer

Minimum Starting Amounts

Ones	\$20.00
Fives	\$60.00
Tens	\$90.00
Twenties	\$160.00

802 Security Measures

Secure the cash drawer in the filing cabinet each night and lock the filing cabinet. Secure the key in the lock box. Leave cash drawer open.

803 Counting Cash

At the beginning and end of each day count the drawer in view of the security camera. At closing, end the session on the iPad and remove excess cash. Excess cash should be placed in a cash envelope, date, employee's name and amount must be clearly written. Place the envelope in the secure drop box.

804 Depositing Excess Cash

At the museum, excess cash must be counted in view of the security camera and placed in a sealed envelope. The amount of cash must be written on a slip of paper and signed and dated by employee. Mark and Amy will retrieve extra cash along with any cash donations, count the cash in view of the office camera, deposit the cash into their Wells Fargo account in Mesquite, NV and withdraw the exact amount in the form of a cashier's check made payable to the Peaceful Valley Donkey Rescue.

805 Spare Cash

An amount of cash will be left in the safe to replenish the cash drawer should it become necessary. The amount should be no less than:

Ones	\$20.00
Fives	\$20.00
Twenties	\$100.00

Also, for the Museum, a supply of change should be kept on hand, especially pennies for the crusher.

355 W. Mesquite Blvd.
Mesquite, NV 89027
702-346-2538

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Inventory

810 It is the sole responsibility of the Gift Shop Manager to ensure that proper inventory levels are kept for all merchandise.

811 Collections that are currently being used are:

Books and Films

Novelty (Museum only)

Toys, Plush and Fun Stuff

Apparel

P.P.E.

Jewelry

Photographs, Calendars, Notecards and More

Drinkware

Museum Apparel

Drink Related

20th Anniversary Collection

Candles

PV Productions

Branded Merchandise

812 Physical Inventory shall be performed at the beginning of every quarter. This will include the Texas Sea Containers, Texas Store Room, Texas Store Inventory, Museum Storage Unit, Museum Store Room and Museum Store Inventory.

813 A Inventory Write Down Sheet will kept in both the Texas Store Room and The Museum Store Room. The purpose of the write down sheet is for items taken from inventory and given as gifts to donors or shirts to employees.

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