

FORM GC-05NP INSTRUCTIONS

The GC-05NP provides a paper trail of all transfers between the vault/safe and the cage/cash drawer.

The procedures for the transfer of funds to/from the vault/safe to/from the cage/cash drawer are as follows:

1. The Gaming Manager determines when a transfer of funds is to be made.
2. A GC-05NP Vault Transfer Slip is prepared showing the amount of monies to be transferred.
3. The transfer of monies takes place.
4. The Gaming Cashier transferring the money verifies the amount of the transfer and signs the GC-05NP Vault Transfer Slip.
5. The GC-05NP Vault Transfer Slip is kept by the Gaming Cashier with the paperwork for the shift for use in preparing the GC-02NP Cashier Reconciliation.
6. A copy of the GC-05NP Vault Transfer Slip is given to the Gaming Manager for use in preparing the GC-06NP Vault Reconciliation.

