Time Sheet

Name: _____

Date: _____/_____/_____   **Time in:** _____:_____ _____

Opening the booth:
- ☐ opened the safe, removed keys, and unlocked all drawers and cabinets
- ☐ turned on card-reader, punched in
- ☐ put out all boxes and flares
- ☐ put cash from cash bags in cash drawers

Beginning the shift:
- ☐ weighted each box
- ☐ counted cash in each drawer
- ☐ completed "In" columns of tracking sheet for each box
- ☐ compared winners on the board to remaining prize receipts

Selling:
- ☐ wrote initials, date, and prize amount on the border of each winner over $50
- ☐ filled out prize receipt for all prizes over $50
- ☐ wrote prize amount in marker on all winning tickets
- ☐ erased all prizes awarded from the board

Putting a new box in play:
- ☐ removed wrapping, discarded tracking and audit sheets from distributor
- ☐ placed bar-code sticker in new plastic bag labeled with:
  - ☐ box number
  - ☐ game name
  - ☐ serial number
  - ☐ date in play
  - ☐ date out of play
- ☐ weighed empty box
- ☐ verified the serial number on the flare, tickets, and prize receipts
- ☐ verified the correct prize amount and number of prize receipts
- ☐ placed tickets into box in a random, thoroughly-mixed manner
- ☐ calculated average piece weight
- ☐ wrote empty box (tare) and average piece weight (apw) on the back top of flare
- ☐ verified ticket count
- ☐ counted cash bank
- ☐ updated entry on inventory sheet
- ☐ completed top section of new tracking sheet
- ☐ completed "In" column of tracking sheet

Removing a box from play:
- ☐ completed shift line on tracking sheet
- ☐ completed "Out of play" line on tracking sheet
- ☐ updated entry on inventory sheet
- ☐ hand-counted pulled tickets
- ☐ completed bottom portion of tracking sheet (excluding "deposited," "on," "by")
- ☐ completed audit sheet
- ☐ wrote date out on plastic bag
- ☐ verified that plastic bag contained:
  - ☐ bar-code sticker
  - ☐ flare
  - ☐ completed tracking sheet
  - ☐ completed audit sheet
  - ☐ cash
  - ☐ winning tickets
  - ☐ unused prize receipts
- ☐ placed pulled tickets in a cardboard box
- ☐ wrote the pulled date on the right edge of the box if not already there

Receiving inventory:
☐ signed for inventory
☐ gave key to delivery person and directed them to the storage closet
☐ received key back from delivery person
☐ recorded new inventory on appropriate inventory sheet
☐ placed invoice in folder in appropriate binder

Ending the shift:
☐ weighed each box
☐ counted cash in each drawer
☐ counted winning tickets and filled out prize sheets for each game
☐ bundled winning tickets by prize amount in bundles of no more than 25 tickets
☐ placed winning tickets and prize sheets in the appropriate plastic bag for each game
☐ completed "Out" columns of tracking sheet for each box
☐ verified accurateness of numbers if long or short by more than $10 on any box

Shift summary *(copy this information from the tracking sheets that you've filled out)***:**

Box #	Ticket price	Normal bank	Game type	Game name	Serial number	Tickets sold	Prizes paid	Cash bank	Cash long	Deposit
1	$	$								
2	$	$								
3	$	$								
4	$	$								
5	$	$								
6	$	$								
7	$	$								

Closing the booth:
☐ erased game from the board if the next seller should pull it
☐ left a note for next seller if a player will be returning at the beginning of the following day to play a good box
☐ put cash from cash drawers in cash bags
☐ left all cash drawers open
☐ put away all boxes and flares
☐ punched out, finished this form
   leave this sheet in the folder in the pull-tabs binder
☐ locked all drawers and cabinets, hung keys in safe, locked the safe, and locked the safe cabinet

Tips: $_____   Time out: _____:_____ _____   Total time: _____:_____

I certify that the information on this form is correct to the best of my knowledge.

Signed: _____

time out sticker

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