



**DEPARTMENT OF CORRECTIONS
Institutions**



Title:	Sale of Meal Tickets	DOC Policy: 40.2.4
Supersedes:	Procedure #16, Sale of Meal Tickets dated 6/8/92	
Applicability:	Institutions and Fiscal Services	
Directives Cross-Reference:	None	

I. PURPOSE

To establish specific responsibilities and provide the process for sale of meal tickets, which includes the recording, securing, and depositing of monies received.

II. POLICY

A meal ticket will be required by all employees and/or guests eating meals in functional unit dining rooms unless otherwise specified in collective bargaining agreements. Time and place of meal ticket sales will be determined by each functional unit.

A. Sale of Tickets

1. Meal tickets will be sold individually and in books of ten. The price for a single ticket shall be \$2 and the price for a book of tickets shall be \$18.
2. The cost of meal tickets shall be the same for all employees and guests, including week days, weekends, and holidays.
3. There will not be a refund on unused tickets.
4. Personal checks will be accepted only in the amount of meal ticket purchases. Third party checks will not be accepted. A person will be designated as "meal ticket cashier" to be responsible for selling tickets and collecting cash or checks for payment.
5. Whenever a price increase is published, employees will be limited to purchase one book each prior to the date of the increase.
6. Meal tickets will be interchangeable between functional units.
7. If possible, previous arrangement should be made with tour guides to pre-collect funds and sign for meal tickets.
8. All meal tickets and books will be accounted for by date and by numerical sequence:
 - a. The employee will fill in the date and name on form CD 798D meal ticket/book sales.

- b. The meal ticket cashier will fill in the ticket or book number and amount.
9. Guests must be escorted to the dining room via tour slips in those functional units with dining rooms in restricted areas.

B. Collection of Meal Tickets

1. Each functional unit will establish a method of collecting meal tickets in each dining area.
2. Employees and guests will write their name and date on their ticket prior to deposit.
3. An employee or inmate(s) will be present to assure that all persons deposit a signed meal ticket in the container.
4. All tickets will be counted daily and a log will be maintained showing the number of employees and guests served.
5. Used tickets will be retained as backup information with a log for six months.

C. Reconciliation of Funds

The meal ticket cashier will reconcile (balance) cash on hand to ticket sales each day that tickets are sold.

1. When the meal ticket cashier takes custody of the unsold tickets and cash till or transfers custody to another employee, the employee receiving custody will count the cash, checks, and unsold tickets and verify agreement to the meal ticket/book sales book and sign for it. The meal ticket cashier will then:
 2. Run a tape of the amount column of the meal ticket/book sales form CD 798D.
 3. Run a tape of checks in the cash drawer from sales and add cash on hand.
 4. The difference must equal the petty cash till amount.
 5. If cash in the drawer does not balance, the meal ticket cashier will:
 - a. Verify the total of the meal ticket/book sales by running another tape.
 - b. Verify the total of cash/checks to be deposited by running another tape.
 - c. Verify checks against meal ticket/book sales.

- d. Search the cash box, desk, and immediate area for misplaced funds.
 - e. Consult with employees to determine whether there were any unusual incidents affecting receipting of cash and report the incident to their supervisor.
 - f. Note any unresolved differences between the cash that should be present and the actual cash present as cash over or cash (short).
6. If the investigation does not produce results which allow reconciliation, prepare a memo explaining results of the investigation and the amount counted, sign the memo and send a copy to the functional unit manager, Central Office Accounting supervisor, and Inspector General within one working day.
 7. If the amount of shortage exceeds \$5 or there is a pattern of shortages within a short duration of time, the Internal Affairs Division will be contacted to determine the course of action to follow.

D. Securing of Funds

1. Monies will be secured in a locked cash drawer or locked cash box during the day while employees are present.
2. At the end of the day and on weekends, or if employees are leaving the area, all funds will be placed in a safe and retained until employees return or the next working day.

E. Preparing for Deposit

1. Complete form CD 955D meal ticket reconciliation twice a week. If the deposit is less than \$100, it may be made once a week. Attach the adding machine tape to the copy of meal ticket reconciliation, and secure cash, checks, and deposit documentation in the safe until ready for transport to the Central Accounting Unit.
2. If approved in advance by the Fiscal Services Division manager, the deposit may be made at a designated bank. The meal ticket reconciliation form CD 955D and the bank deposit slip must be mailed to the Central Accounting Unit.
3. Attach a copy of the meal ticket reconciliation form CD 955D to meal ticket/book sales form CD 798D and save for permanent records.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

