

# Cashier

The Cashier organizes merchandise, accepts donations and manages transaction records during admissions and discharge. The cashier is an ambassador for Operation Catnip's spay-neuter program and should feel comfortable encouraging caregivers to make donations to help cover the cost of treating the cats. **No rabies vaccine is required for this station.**

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## Station Alert

**Never leave the cashier box unattended during a clinic.** Notify Operation Catnip personnel, if you need to leave the station for any reason.

## Cashier Instructions

1. **Check off the caregiver's name on the Clinic Reservations Log.** If a caregiver does not have a reservation, inform them of the need to make one before they come again. Repeated failure to make a reservation will result in loss of clinic privileges.
2. **Confirm that each Caregiver Release Form is correctly completed,** including email address and multiple phone numbers. There should be a separate form for each colony location.
3. **Ask each caregiver for a donation** mentioning that it costs \$40 to provide care for each cat.
4. **Complete the donation portion** of the Caregiver Release Form for each caregiver contribution.
5. **Process credit card donations** using the Square card swiper.
6. **Place payments in the cashier box** immediately after each transaction.
7. **Return the Caregiver Release Form to the caregiver** and direct them to the appropriate Check-in Recorder Station. Caregivers with a single cat or with cats only needing vaccine boosters should be directed to the "Express Lane," all others should go to a Multiple Cats Lane.
8. **Collect donations for scrub tops from the Volunteer Coordinator.**
9. **Complete the Clinic Deposit Record** with a witness and lock all payments received in the cashier box.
10. **Transfer the supplies and cashier box to the Cashier** assigned to manage the donations table when discharge begins.
11. **At the end of the day,** the Cashier and a witness will perform a final count of donations from caregivers, scrub tops, and others; reconcile cash, checks, and credit card payments with the Clinic Deposit Record; and turn all proceeds in to the Clinic Supervisor.

## Station Closing and Cleanup

When discharge is concluded:

- inventory the remaining supplies and repack the supply kit
- return the kit, station instructions, and any remaining items to storage
- clean the area
- dispose of all trash
- wash all tables
- deliver the cashier box with the donations and the Clinic Deposit Record to Operation Catnip personnel.\*

*\* Donations and sales take place during discharge as well as during admissions and the cashier box is not closed out until the clinic has ended.*