**Department:** Food and Beverage

**Date:** July 2019

**Applies to:** All service team members

**Criteria:** End of shift bank out procedures and check closing

**Purpose:** To ensure that all servers have no remaining checks open and that all charges are accounted for during their shift.

**AT THE COMPLETION OF YOUR SHIFT**

As discussed previously, all items required from the kitchen or bar need to input into the POS. At the end of your shift, you will ensure that all checks opened during your shift are closed out. There are several ways to close out a check:

* Cash - Credit Card - Room Charges, House Charges
* Debit Card - Gift Certificates - Checks/Travelers Checks

Except for checks closed to “cash”, all other checks must have a signature, and/or room number or reason in order to be settled.

Very important for checks being signed to a guest room:

* *Ensure there is sufficient credit on the guest room account and that the guest is not a “cash-only” guest.*
* *Verify that the guest room number as they may mix them up, forget the correct room number (check an updated rooming list or with the Front Desk)*

So now you have completed your side work and are ready to bank out for the day.

1. Ensure all your checks are closed properly and there are no open balances
2. Separate your checks into cash/room charge/house charge/credit cards (sorted by Visa/MC/Amex/etc.) and total them up separately.
3. Enter your sales/check information on the attached sheet
4. Place all checks, gift certificates, credit card slips into your envelope bundle, fill out/complete the information on your envelope
5. Obtain a witness for bank drop – drop your bank into the safe and sign your amount for your drop on the clipboard.