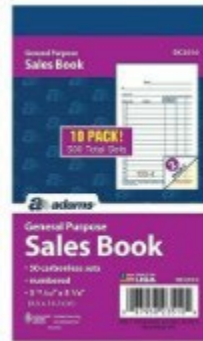


Payment Handling for Classes and Workshops

Procedure:

- Students can pay for materials, membership fees, etc. by cash, check, or credit card.
- Use a sales receipt book (which is also used for Findings purchases) to give each student a receipt. They get the yellow copy. The club gets the top white copy.
- Use the large envelope labeled *GVR Lapidary Club Receipts Envelope* to record the payments from students.
- Enter the date, class name and instructor's name on the Receipts Envelope.
- Enter payment amounts on the Receipts Envelope for each white club receipt. Place the white club receipts in the envelope.
- List funds received for GVR class materials separately from sales of tools, kits, books, membership fees, etc.
- Accept credit cards for sales over \$20.00 only.
- Refer credit card sales to the monitor on duty if the instructor is not trained on the credit card machine.
- Staple club copy of credit card receipt to the back of the findings receipt. Place in payment envelope.
- Do NOT staple or clip checks – leave loose with cash.
- Get phone numbers for both checks and credit card receipts.
- Add up total credit card sales, cash sales and checks separately; write amounts in the boxes on the right of the envelope where indicated.
- Ensure that the total of all three agrees with the grand total.
- Locate the logbook which is kept near the cash drawer; enter the date, class name, envelope grand total and instructor's name on the page for that day.
- Give the Receipts Envelope to the monitor to place it in the safe. Reminder: Classes and workshops need their own envelopes for material fees. Please, do not combine with the shop's daily envelope.



GVR LAPIDARY CLUB RECEIPTS ENVELOPE

During sales place cash in drawer; receipts and checks in envelope. Endorse checks with club deposit stamp. Be sure check is to "GVR Lapidary Club" (exactly, use stamp). At shift end, Total each column and "Grand Total." Place enough cash in envelope to equal Grand Total. ("Float"=beginning cash.) Retain small bills and coins for float as much as possible. Count float to make sure it equals starting count. **One envelope per shift or class; do not combine.** Thank You!

Date _____ AM PM Monitors _____ WC DH EC

Artisan Sales	Findings Sales	Dues	GVR Class Mts. & Tool Boxes	Repair Commissions	Sale/Custom Commissions	LMO Class Mts. & Tools	All Other	Total
Anything in display cases	Other Sales		GVR class fees & all class mts.	10% due on repair work	10% due on Sale/Custom		Explain:	Write Grand Total Below
								Credit Card
								Check Total
								Cash Total
								Grand Total
Totals								

Important Reminder: Proper payment handling procedures are important for all classes. Be sure to enter the information in the logbook. Envelopes have gotten lost in the safe and would not have been found right away except for the entry in the logbook. This is a hobby club, and we have a responsibility to our GVR and club members to account for the payments they provide us.