Cashier Closing Checklist

Cashier Details:
Name: _________________________
Station/Counter Number: _________
Date: ________________
Shift Time: ________ to ________

1. Cash Count:
   [ ] Count all cash in the drawer.
   [ ] Compare cash count with the register's recorded sales.
   [ ] Log any discrepancies.

2. Credit/Debit Card Transactions:
   [ ] Ensure all card transactions have been processed.
   [ ] Check for any declined transactions and address accordingly.

3. Receipts and Invoices:
   [ ] Organize all receipts in sequential order.
   [ ] Verify all voided transactions with corresponding documentation.

4. Cleanliness:
   [ ] Wipe down the counter and register.
   [ ] Organize any stationary or tools at the cashier station.
   [ ] Dispose of any trash or unnecessary items.

5. Restocking:
   [ ] Replenish receipt rolls, pens, and other essential items.
   [ ] Inform management of any low-stock items.

6. Systems & Equipment:
   [ ] Ensure the POS system has been correctly closed for the day.
   [ ] Turn off or set equipment to standby mode as per guidelines.
   [ ] Check that any connected printers or card machines are powered down if necessary.

7. Security:
   [ ] Lock cash drawer and store cash in the designated secure location.
   [ ] Confirm all alarms or security systems at the station are activated if applicable.
Comments & Observations:

(Provide any details or explanations related to the closing procedures, especially if there were discrepancies or unusual occurrences.)

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____________________________________________________________________________

Sign-Off:

Cashier:
Signature: ___________________________ Date: ________________

Supervisor/Manager:
Signature: ___________________________ Date: ________________