

Service:

Service User:

Bank Card Transaction Book

(Card expenditure only)

Dates in use;

From:

To:

Completing transactions - remember

	Correct	Incorrect
Complete the date in full	e.g. 15.07.19 <input checked="" type="checkbox"/> 15/07/19	e.g. 15/07 <input checked="" type="checkbox"/> or “ ”
Complete receipt numbers in order, starting at ① every new month	① ② ③ ④ ⑤ <input checked="" type="checkbox"/>	① ② ④ ⑤ ③ <input checked="" type="checkbox"/>
Complete transaction details in full, including the retailers name	“Book - WHSmith” <input checked="" type="checkbox"/> “Clothes - Next” “Food - KFC”	“Shopping” <input checked="" type="checkbox"/> “Hat” “Food”
Record figures in full	e.g. £20.00 <input checked="" type="checkbox"/>	e.g. £20-- <input checked="" type="checkbox"/>
Every transaction should be double signed. If lone working, record this in the other signature box.	A. Staff <input checked="" type="checkbox"/> Lone working	No signatures <input checked="" type="checkbox"/>

Please also note;

A folio should be completed and attached to the corresponding receipt for each transaction.

Staff should also complete the Safe Contents Book to evidence the withdrawing and returning of any bank card.

Managers;

Please refer to section 9 of the Manager’s Monthly Finance Checklist

