



<b>CASHIER SHORTAGE FORM</b>	<b>Tfor011</b>	<b>Revision 5/3/10</b>
<b>Employee Information</b>		
Rank: _____ Last Name: _____ First Name: _____		
Site: _____ Employee #: _____		
Shift Started At: _____ Date: _____		
Shift Ended At: _____ Date: _____		
<b>Shortage Information</b>		
<p>I _____, hereby verify I am \$ _____ Short at the end of my shift. I understand that I am financially responsible for this shortage, and I must repay to Tracer this amount in full.</p> <p>I as well acknowledge I am to make no special arrangements with the Client for repayment of this shortage.</p> <p>If I am \$100.00 or more short, I am not to leave the cashier station, but I am to call my Site Manager, and remain in the cashier station until released by a representative from Tracer.</p> <p>Should I leave before the arrival of a Tracer representative; I am to understand Tracer will report me to the local Sheriff's Office for suspicion of theft.</p> <p>Signature: _____ Date: _____</p>		
<b>Witness Verification</b>		
<p>I _____, hereby verify I have witness _____ sign this shortage form.</p> <p>Signature: _____ Date: _____</p>		
<b>Site Manager's Verification</b>		
<p>I _____, hereby acknowledge I have investigated _____ shortage of \$ _____, and verify this amount to be correct.</p> <p>Rank: _____ Last Name: _____ First Name: _____</p> <p>Signature: _____ Date: _____</p> <p><b>SPECIAL NOTE: Fax to Corporate Office (1-225-296-0907) within 24 hours of shortage.</b></p>		