

2010 Cash Register Specifications & Procedures

Columbia County Fair & Rodeo

FOOD & SPECIAL ATTRACTION VENDORS ONLY

All food vendors & special attraction (when the customer pays to participate in an activity) vendors are required to use cash registers that meet the following specifications:

- Registers must have the ability to produce a consecutive Z reading.
- Registers must have the ability to take "X" readings that will not alter the "Z" totals.
- Registers must run dual tapes (one journal, one receipt). NCR tapes are acceptable.
- Registers must print the date and time on the journal tape.
- All registers must have two way displays and must be placed in plain view of the customers at all times.
- All registers must have a working battery backup with memory protection.

- Using the cash register for all transactions is mandatory. Vendors are not permitted to work from an open cash drawer. A written warning will be given on the first offense; the second offense will be a \$100.00 (one hundred dollar) fine. Tampering or adjusting of non re-settable "Z" counter, "Z" reading, or any other function of the cash register is strictly prohibited. Any such occurrence will result in a \$500.00 (five hundred dollar) fine.

- Excessive use of the "No Sale" key will be construed as unrecorded sales and a factored amount shall be added to the daily sales.

- All cash registers must be in place and ready for inspection by 9am on Wednesday, July 14, 2010. If your register has not been inspected and a beginning Z tape taken, it is the vendor's responsibility to find the vendor superintendent and have these procedures done before any sales take place. Cash registers must be inspected and beginning "Z" tape taken before the opening of fair and/ or any sales have taken place.

- **"Z" TAPES AND OVER-RING SHEETS NEED TO BE TURNED INTO THE FAIR OFFICE EACH NIGHT WITHIN 30 MINUTES AFTER THE CLOSE OF FAIR.** "Z" tapes should be labeled with date, register # and concessionaire's name. Tapes will be double checked for over rings and "no sales".

- All cash registers must be in good working order. Vendors will be responsible to select and contact whatever company they wish for cash register rentals and repairs. All tapes must be legible or machine must be replaced within 3hrs. Before using a replacement register, it must be checked in by the vendor superintendent.

- **Over rings – Over ring forms are available at the Fair office. Over ring forms must be filled out completely.** You will not get credit for any over rings if over ring form has not been filled out completely and if over ring has not been highlighted or circled with red pen on the journal tape. Refunds are not considered over rings.

- **On Sunday (final day of fair) your final "Z" and journal tapes must be brought to the office between 3pm and 5pm Sunday, July 18th. Recorded sales will end at 3pm with your final "Z". Final calculations will be performed and percentage fees are due at that time.**

- Upon request, journal tapes will be returned to vendors prior to August 1, 2010. If no request has been received, journal tapes will be destroyed August 1, 2010.

- The Fair Board expects vendors to follow the above rules and procedures. Vendors to fail to comply will be asked to leave the grounds and will not be asked to return.

I have read and agree to these rules and regulations: _____ (Signature)