

FOOD AND NUTRITION PROCEDURES

Number	E-3
Reviewed	July 2009
Effective	August 1999
Page	1 of 1

Miami-Dade County Public Schools

Subject: ELECTRONIC CASH REGISTER CORRECTION REQUEST (CRCR)

For Action By: FOOD SERVICE MANAGERS, CASHIERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS, DEPARTMENT OF FOOD AND NUTRITION HELP DESK

Corrections to the End of Day cash register report or the Daily Data are permitted under specific conditions. Every attempt should be made to enter ALL sales prior to starting the Day End. An electronic CRCR must only be filed when absolutely necessary to add or delete meals or A la Carte items.

Corrections are not allowed for over/short situations when the proper documentation (Event Log) is not available to support the correction.

Effective April 13, 2009 all Food Service Managers/Satellite Assistants must enter corrections via the electronic CRCR in the PCS system.

Electronic CRCRs must be done when:

- A. An overage or shortage of \$10.00 or more cannot be reconciled. Indicate in the comments section of the banking tab the amount you are over or short that can not be reconciled after researching.
- B. The Day End Procedure is aborted. (See F&N Procedures [E-5](#) and [E-6](#))
- C. Adding or subtracting employee meals as needed.
- D. Adding or subtracting student meals, a la carte items and adult sales as needed. Proper documentation such as rosters or an off-line sales form must be on file with the daily records.