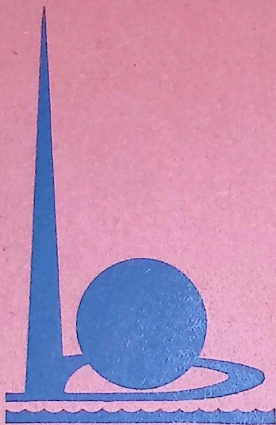


Banking and Cashiering
Department
• MANUAL •



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TREASURY DIVISION
New York World's Fair 1939
INCORPORATED
World's Fair • New York

Banking and Cashiering Department

• MANUAL •

Effective
April 30, 1939

TREASURY DIVISION

New York World's Fair 1939 Incorporated
World's Fair, New York

WELCOME

THREE years and over \$150,000,000 have been spent in completing the greatest exposition the world has ever seen.

During these years, as our plans gradually took physical shape, the story of the Fair has gone to all quarters of the globe. Through newspapers and magazines, over telegraph and radio, by telephone and word of mouth, almost every village and hamlet has been learning of the instructive, fascinating exhibits and the entertaining shows and spectacles to be seen at New York World's Fair 1939.

There are few men, women or children who are not anxious to visit the Fair. We shall have many millions of visitors—more people probably than ever before congregated in a single place for a similar purpose.

I think that you can understand how anxious we are that each person who enters our gates shall go home feeling that his visit was all that he expected it to be, if not more. If that can be accomplished, this Fair will go down in history as an outstanding success, and everyone who has a part in the operation and management of the Fair will share in the prestige that success will bring.

Those of you in the ticket booths, at the entrance turnstiles, and at the concessions set the pace. Visitors will get their first impressions of the Fair

from you. When our guests are greeted at the outset with courteous, efficient attention, the road to the rest of the Fair at once becomes more inviting.

The rules and hints in this book will help you to do your job well. They were written not because we lack confidence in you, but because experience at other great expositions has taught us what should and should not be done. We pass the benefit of this experience along to you.

You alone, however, can supply the human qualities—the firm but gracious manner, the warmth of spirit—that make living things of rules.

You are the representatives of the whole Fair at the front door. All the foreign and domestic governmental organizations, exhibitors and concessionaires and thousands of your fellow workers are depending upon you.

I am counting on you to help make the Treasury Division the outstanding division of the Corporation, and to do your share in establishing the reputation of our Corporation as the foremost organization that has ever conducted an enterprise such as we are now engaged in.

G. VINCENT PACH

Financial Director

FUNCTIONAL ORGANIZATION CHART TREASURY DIVISION

NEW YORK WORLD'S FAIR 1939
INCORPORATED
FEBRUARY 1, 1939

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Credit Manager

DISBURSEMENT VOUCHER SECTION
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Chief Voucher Clerk

DISBURSEMENT AUDIT SECTION
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Reimbursement Auditor

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Chief Timekeeper

PAYROLL SECTION
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Payroll Accountant

GENERAL ACCOUNTING
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CONCESSIONS ACCOUNTING SECTION
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Concessions Accountant

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IMPORT CLEARANCE SECTION
J. A. COLE
Supervisor

REVENUE AUDIT SECTION
Revenue Auditor

TICKET COUNTING SECTION
Supervisor

GENERAL AUDIT SECTION
Auditor

FOREWORD

SELECT a championship team in any field of sport and you will find that each member is trained to the limit to do his part exceedingly well and to coordinate with his team mates.

Thus far, the same thing has been true of all the departments in the Treasury Division and of other units in the Fair organization as well. That accounts for the achievements already made.

Now we move into a new period. Almost overnight our organization has grown to be one of gigantic size. There are so many team members that we cannot meet each one personally every day. Yet, we can and must function as a smoothly working—a championship—team.

These rules tell you how we want things done. You may find better ways. In that case, you may be sure that your suggestions will be welcomed. Make them to your immediate superiors, who will forward them to the proper authorities. When a suggestion is adopted, the change will be made for every one affected, at the same time, and in the proper manner. But we cannot permit individual employees to change "signals" in the midst of the game. To do so would soon break down system and morale.

Mr. Pach, in his greeting, has said that you are a representative of the whole Fair dealing with the public. That should never be forgotten. Neither should it be misunderstood. It does not mean that

you may become conspicuous or go outside your line of duty.

On the contrary, our success is assured only when the individual unobtrusively does his job so well that the visitor is hardly conscious of the Banking and Cashiering staff as such. Ordinarily, if he does become aware of us, something is wrong.

So long as you comply with instructions you will be backed up. Every one entitled to pass through an entrance turnstile has purchased a ticket or, if officially connected with the Fair, has been given an identification pass. Ticket sellers and ticket takers are not authorized to accept a verbal statement of any kind from any one contrary to this ruling.

Stick to your own job. The moment any one tries to be ticket seller, ticket taker, information attendant, and police guard rolled into one, he finds himself "out on a limb".

Finally, never argue or get excited! There will undoubtedly be some visitors who will try to "chisel", others who may have legitimate complaints, and so on. Keep the snappy comebacks to yourself. Quietly and pleasantly ask the visitor to wait a moment and turn the matter over to the lieutenant in charge or to the concessionaire's representative, if you happen to be located at a concession.

Let's pull together.

J. WM. SCHULZE
Director of Banking and Cashiering

ORGANIZATION CHART BANKING AND CASHIERING DEPARTMENT

TREASURY DIVISION

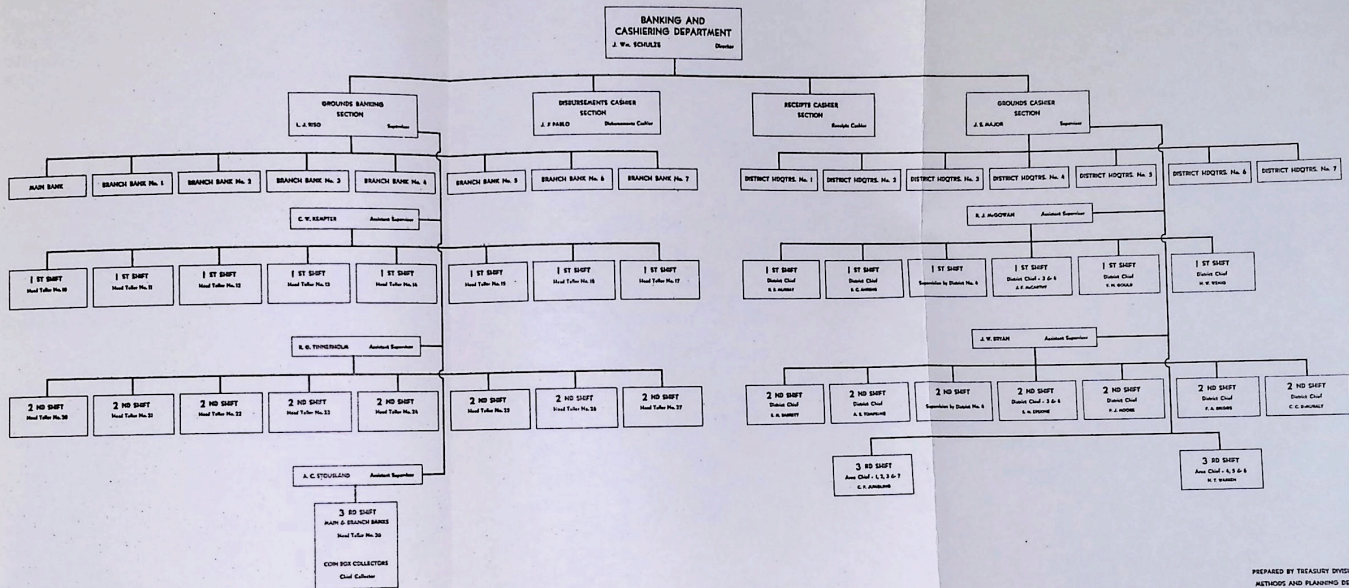


Table of Contents

SECTION I GENERAL INSTRUCTIONS

	PAGE
Introduction	1
Department on Duty.....	2
Time Schedules	3
Report Forms	3
Relief	4
Address Changes	5
Leaving Service	5

SECTION II DUTIES OF TICKET SELLERS

Weekly Assignment Schedule.....	6
Reporting for Duty and Assignment.....	6
Arrival at Ticket Selling Position—Regular Ticket Seller—Entrance Gates.....	8
Arrival at Ticket Selling Position—Regular Ticket Seller—Concessions	9
Ticket Selling Operation.....	10
Changing Shift or Closing Position.....	17

SECTION III DUTIES OF TICKET TAKERS

Weekly Assignment Schedule.....	21
Reporting for Duty and Assignment.....	21
Arrival at Ticket Taking Position—Regular Ticket Taker—Entrance Gates.....	22
Arrival at Ticket Taking Position—Regular Ticket Taker—Concessions	23
Ticket Taking Operation.....	23
Changing Shift or Closing Position—Entrance Gates.	28
Changing Shift or Closing Position—Concessions....	29
Going Off Duty.....	30

SECTION IV

DUTIES OF CASHIERS

	PAGE
Weekly Assignment Schedule.....	31
Reporting for Duty and Assignment.....	31
Arrival at Cashiering Position—Regular Cashier.....	33
Cashiering Operation	34
Changing Shift or Closing Position.....	40

SECTION V

DUTIES OF BRANCH BANK TELLERS

A. Change Fund Tellers

Preparation of Change Funds.....	43
Issue of Change Funds.....	44
Return of Change Funds.....	45
Closing Shift	46

B. Receipts Tellers

Deposit of Interim Collections.....	48
Deposit of Receipts and Walkaway Cash.....	49
Closing Shift	51

SECTION VI

DUTIES OF COLLECTORS

A. Interim Collectors

Reporting for Duty.....	54
Collection of Surplus Receipts and Sale of Change... 54	
Return to Branch Bank.....	55

B. Coin Box Collectors

Reporting for Duty.....	56
Collection from Coin Boxes.....	57
Return to Main Bank.....	58

SECTION I

GENERAL INSTRUCTIONS FOR EMPLOYEES

of the BANKING AND CASHIERING DEPART- MENT, TREASURY DIVISION

Introduction

1. Instructions in Section I apply to all employees of the Banking and Cashiering Department, Treasury Division.
2. Instructions in the succeeding sections apply as follows:
 - Section II—Ticket Sellers
 - Section III—Ticket Takers
 - Section IV—Cashiers
 - Section V—Bank Tellers
 - Section VI—Collectors
3. You are expected to understand instructions fully; infractions may be cause for immediate dismissal. Any question concerning these instructions should be referred to your immediate superior.

GENERAL INSTRUCTIONS

4. "Immediate superior", used throughout the following instructions means either a District Chief, Gate Lieutenant, Cashier Lieutenant or Head Teller, as the case may be. (Refer to Organization Chart.)

Department on Duty

5. Refrain from any conduct which detracts from the efficiency and dignity of the operation of your station.
6. Refrain from any unnecessary conversation while on duty. Loud, indecent or profane language at any time will be made the subject of disciplinary charges.
7. The use of intoxicating beverages in any form is forbidden while on duty; smoking by uniformed employees also is prohibited.
8. Friends, relatives or employees should understand that you cannot permit them to "visit" you while on duty.
9. **No one except the assigned regular or relief ticket sellers and collectors, and when necessary, the gate lieutenant, is ever permitted in a ticket booth.**
10. Stations must be kept in an orderly condition and must not be littered with paper or other waste material.
11. Do not allow unusual events such as parades, arrival of dignitaries, etc. to interfere with your duties.

GENERAL INSTRUCTIONS

12. Do not visit any concession while in uniform. You are, however, encouraged to see the Fair when not on duty.

Time Schedules

13. Time schedules in this work are extremely important. Employees must be at their posts at the right time. Otherwise the result is confusion. Confusion causes dissatisfaction and is costly. **Promptness in banking and cashiering work is a necessity.** Always report for duty as instructed in your District Assignment Office or Bank. Excuses rarely will be accepted unless Rule (15), following, is complied with.
14. When illness or extraordinary circumstances make it impossible to report for duty, telephone, telegraph or send messenger to your District Assignment Office or Bank at least three (3) hours in advance of time for reporting for duty in order that a temporary substitute may be arranged for.

Report Forms

15. The report forms you are required to fill in are most important. Each space means something to someone. Do not leave any blanks. Write "none", if the circumstances call for it.

GENERAL INSTRUCTIONS

Above all things, **never** omit the revenue position number. It is the one thing that identifies your position. Also, make certain that the revenue position number on any addressographed forms is the same as the revenue position number on your assignment time card.

If you send in accurate and complete reports, you will earn the gratitude of your associates in other departments. If you do not, you will earn rebuke.

Relief

16. You are permitted to leave your assigned station for the following relief periods, only:
 - a. Short-time relief—an assigned time of fifteen minutes duration each morning and afternoon.
 - b. Meal-time relief—an assigned time of thirty minutes duration for meals.
 - c. Emergency relief—any relief other than provided for above; permission to leave station will be obtained from immediate superior.
17. When you are succeeded by a relief employee, make certain that relief employee is properly authorized. Examine his Identification Card and Daily Meal Relief Record Card before surrendering position.

GENERAL INSTRUCTIONS

- a. If not properly relieved, do not abandon post but summon immediate superior and be guided by his instructions.

Address Changes

18. Changes in address or telephone number must be reported immediately to District Assignment Office or Bank.

Leaving Service

19. Turn in to equipment clerk and obtain receipt for all Corporation property, uniform, accessories and special equipment, at time of leaving service of Corporation. Final pay check cannot be obtained without this receipt. Surrender Identification Card and pass coupons to paymaster at time of obtaining final salary check. Cost of any lost articles will be deducted.

SECTION II

DUTIES OF TICKET SELLERS

Weekly Assignment Schedule

1. Two days before the end of each week, the district assignment clerk will issue to you a weekly schedule, showing to which revenue position you are assigned and the days and hours when you are to report to such revenue position.
2. Acquaint yourself with the location of your assignment by reference to map in your district assignment office.

Reporting for Duty and Assignment

3. Report for duty at district assignment office as specified in weekly schedule and
 - a. Obtain correct assignment time card from assignment clerk as follows:
 - T-518—Concessions—Pink Stripe
 - T-519—Entrances—Yellow Stripe
 - T-520—Relief—Blue Stripe
 - b. Compare revenue position number with weekly schedule.
 - c. If relief employee, obtain Daily Meal Relief Record Card and book of Relief Ticket Seller's Report of Tickets Sold from assignment clerk.

DUTIES OF TICKET SELLERS

- d. Insert assignment time card in Assignment Time Card Case for safekeeping and protection. Exercise care in keeping your card unwrinkled.
4. Report to locker room and
 - a. Change to uniform.
 - b. Obtain any special equipment, required by assignment, from equipment clerk.
 - c. Present assignment time card to equipment clerk to be time-stamped.
5. Report to branch bank and
 - a. Present assignment time card and identification card to the change fund teller.
 - b. Obtain time-stamp on assignment time card.
 - c. Sign the change fund record card.
 - d. Obtain cash box containing change fund from change fund teller. (For your protection, you are advised to buy your own lock and key and to make certain that no one but **yourself** has a key.)
 - e. Verify amount of change fund but do not open wrapped coins.
 - f. If regular ticket seller, make certain you receive the following forms from change fund teller:
 - (1) Ticket Seller's Envelope.

DUTIES OF TICKET SELLERS

- (2) Addressographed Cashier's Deposit Slip-Concessions and Ticket Seller's Report of Tickets Sold-Concessions, if assignment time card is pink striped or Addressographed Cashier's Deposit Slip-Entrances and Ticket Seller's Report of Tickets Sold-Entrances, if assignment time card is yellow striped.
- g. Make certain that revenue position number on addressographed forms is the same as revenue position number on assignment time card.
 - h. Cashier's Report of Walkaways, Walk-away Cash Envelope, and Report of Suspected Counterfeits Questioned Before Acceptance will be found in ticket seller's booth.
 - i. Report to ticket booth designated by revenue position number appearing on assignment time card. (Daily Meal Relief Record Card, if a relief ticket seller.)

Arrival at Ticket Selling Position—Regular Ticket Seller—Entrance Gates

6. Present assignment time card to lieutenant in charge, for entry of starting time.
7. Place coins in change maker and paper money in currency rack.

DUTIES OF TICKET SELLERS

8. Turn on electric current for ticket vending machine.
9. Eject one ticket from each magazine and
 - a. Cancel with punch.
 - b. Note magazine number (1, 2, 3, 4 or 5) on each ticket and mark "Opening."
 - c. Record opening ticket numbers on Ticket Seller's Report of Tickets Sold—Entrances, in column headed "Opening Number" opposite appropriate magazine number.
 - d. Compare opening ticket numbers with record of tickets inserted in vending machines, posted in booth.
 - e. If insufficiently stocked, notify lieutenant in charge.
 - f. Place voided tickets in cash box.
10. Proceed to sell tickets.

Arrival at Ticket Selling Position—Regular Ticket Seller—Concessions

Proceed as above, except

11. Present time card to concessionaire's representative.
12. Use Ticket Seller's Report of Tickets Sold—Concessions.

Ticket Selling Operation

13. In selling tickets, observe the following procedure rigidly:
 - a. Accept money from customer, placing bill on top of counter.
 - b. Ask "How many PLEASE?"
 - c. Repeat the number of tickets requested, specifying adult and children.
 - d. Eject number of tickets required.
 - e. Issue coin change from change maker.
 - f. Count out bills to complete the change, mentioning first, the combined amount of tickets and coins and add aloud as each additional bill is placed before the patron, until the amount of bill presented is reached.
 - g. Place money received in currency rack or change maker immediately.
 - h. Be certain the patron does not leave before receiving the proper change.
 - i. Complete each transaction before starting next sale.
14. Tickets Issued in Error and Spoiled Tickets.
 - a. Patrons must obtain their tickets directly from the vending machine. Do not, under any circumstances, issue tickets by hand.

- b. When a greater number of tickets are ejected than requested, due to misunderstanding or other reason, all tickets so ejected must be voided and the correct number ejected.
 - c. Do not sell spoiled or mutilated tickets.
 - d. Cancel by punch, all tickets issued in error, spoiled or mutilated tickets, and immediately place in cash box, for inclusion in the report of tickets sold.
15. Walkaway Money.

Walkaway money is change left by a patron by mistake and is to be handled as follows:

 - a. Make every reasonable effort to recall patron without leaving booth or causing disturbance. If unsuccessful, proceed with
 - b. Recording.
 - (1) Record all details of walkaway on Cashier's Report of Walkaways (T-539) immediately.
 - (2) Insert cash in Walkaway Envelope (T-557), seal and note amount on face thereof.
 - c. Refunds—Patron returning before close of shift.
 - (1) Refer patron to immediate superior.
 - (2) Obtain approval of superior in appropriate space on T-539.

DUTIES OF TICKET SELLERS

- (3) Obtain signature of patron on T-539.
- (4) Return cash to patron.
- d. Refunds—Patron returning after close of shift.

Refer patron to immediate superior who will prepare Request for Walkaway Cash Refund, in duplicate, and advise patron that a check will be mailed after proper verification. (Both copies are sent to the Auditing Department.)

- e. Deposit of Walkaway Cash.
 - (1) Place original copy of T-539 in auditor's receptacle in branch bank.
 - (2) Deposit Walkaway Envelopes (T-557) with receipts teller when making daily deposit.
 - (3) Obtain signature of receipts teller on triplicate copy of T-539 and retain as receipt.

16. Counterfeits.

Guard especially against accepting counterfeits by closely following information furnished in school of instruction. When a suspected counterfeit is presented, proceed as follows:

- a. Retain bill (it is against the law to return a counterfeit).

DUTIES OF TICKET SELLERS

- b. Call your immediate superior who will call bank teller.
 - c. Request patron to await arrival of bank teller.
 - d. Deliver suspected bill to bank teller.
 - e. Bank teller will record all details immediately on Report of Suspected Counterfeits Questioned Before Acceptance (T-623) returning bill to cashier if acceptable.
- #### 17. Pick-up Collections.
- Branch bank collectors, from time to time, will pick up accumulated receipts and furnish additional change as needed. Be sure to observe the following instructions:
- a. Prepare any surplus paper currency in multiples of \$25.00 for delivery.
 - b. Make positive identification:
 - (1) Note word "Collector" on left sleeve of uniform.
 - (2) Inspect his identification card—particularly photograph.
 - (3) Be certain that he has official receipt book (Form T-252).
 - c. Deliver surplus paper currency, as prepared, to collector.
 - d. Obtain Interim Collector's Receipt (T-252) for amount delivered.

DUTIES OF TICKET SELLERS

- e. Place T-252 in cash box. (This represents cash for deposit).
- f. Buy necessary change by even exchange of paper money for small bills and coins needed.
- g. On the last visit of the branch bank collector, arrange to deliver as much of your daily receipts (paper currency, only) as feasible in order to reduce the amount of cash to be deposited at the end of your shift. Be sure to retain enough money to equal the amount of your change fund as this amount must be returned in full to change fund teller.

18. Checks, Pay Outs and Large Bills.

Do not cash checks. Do not pay out any funds. Do not accept any bill over \$20.00. Refer to immediate superior.

19. Breakdown of Equipment.

When the ticket vending machine fails to operate properly, call your immediate superior.

20. Relief—Entrance Gates.

At beginning of relief period, close ticket booth wicket. (At entrance gates, no relief ticket seller will be provided, except in emergencies, when procedure outlined below will be followed.)

DUTIES OF TICKET SELLERS

21. Relief—Concessions.

Relief ticket seller will:

- a. Show identification card and Daily Meal Relief Record Card to regular ticket seller.
- b. See that regular ticket seller places all cash and reports* in regular ticket seller's cash box. (Regular ticket seller may leave cash box at branch bank during relief.)
- c. Eject one ticket from each magazine and
 - (1) Cancel with punch.
 - (2) Note magazine number (1, 2, 3, 4 or 5) on each ticket.
 - (3) Record opening ticket number on Relief Ticket Seller's Report of Tickets Sold (T-549) in column headed "Opening Number", opposite appropriate magazine number.
- d. Give original copy of T-549 to regular ticket seller.
- e. Proceed with ticket selling in accordance with instructions applying to the regular ticket seller.

*Except Cashier's Report of Walkaways on which relief ticket seller will record any walkaways occurring during relief period.

DUTIES OF TICKET SELLERS

- f. On completion of relief, eject one ticket from each magazine and
- (1) Cancel with punch.
 - (2) Note magazine number (1, 2, 3, 4 or 5) on each ticket.
 - (3) Obtain original of T-549 and record closing ticket numbers plus one, in column headed "Closing Number" on both copies.
- g. Complete T-549, determining the total sales and tax, if any. Make certain to record amount of any walkaway, in space provided, on T-549.
- h. Turn over any walkaway cash to regular ticket seller who will:—
- (1) Compare amount of cash with amount noted on face of Walkaway Envelope and with entry on Cashier's Report of Walkaways and with entry on Relief Ticket Seller's Report of Tickets Sold.
 - (2) Receipt for walkaway cash turned over by relief ticket seller, by signing both copies of Relief Ticket Seller's Report of Tickets Sold.
- i. Return original of T-549 to regular ticket seller, retaining duplicate in book. (Regular ticket seller will verify exten-

DUTIES OF TICKET SELLERS

- sions, etc.) Turn over all voided tickets to regular ticket seller.
- j. Turn over total receipts to regular ticket seller who will compare with amount entered on T-549.
- k. Obtain regular ticket seller's signature on Daily Meal Relief Record Card.
- l. Proceed to next relief.
- m. At end of last relief, proceed as follows:
- (1) Return to branch bank and turn in change fund to change fund teller and obtain receipt.
 - (2) Report to assignment clerk and turn in Daily Meal Relief Record Card and book of Relief Ticket Seller's Report of Tickets Sold.
 - (3) Go to locker room and proceed in accordance with rule (24), page 20.

Changing Shift or Closing Position

22. Ticket seller going off duty will:
- a. Place all cash in cash box (all counting must be done at the branch bank).
 - b. Eject one ticket from each magazine and
 - (1) Cancel with punch.
 - (2) Note magazine number on each ticket and mark "Closing".

DUTIES OF TICKET SELLERS

- (3) Record closing ticket numbers plus one, on Ticket Seller's Report of Tickets Sold. (If cancelled ticket number is 21486, enter 21487.)
- c. Complete report in accordance with instructions printed thereon and determine the total sales and tax, if any. (If concession, give triplicate copy to concessionaire.)
- d. Place report and all voided tickets in Ticket Seller's Envelope (T-547). Seal envelope.
- e. Enter quitting time on assignment time card, elapsed time at location, add allowed traveling time, and compute billing hours; deduct meal time and compute earned hours.
- f. Obtain approval of immediate superior on T-519 or concessionaire on T-518.
- g. If closing position, disconnect electric current for ticket vending machines and have gate lieutenant or concessionaire lock the machine.
- h. Proceed to branch bank.

DUTIES OF TICKET SELLERS

23. Deposit of Receipts, Reports and Return of Change Fund.
On return to the branch bank proceed as follows:
 - a. Deposit the following forms in auditor's receptacle:
 - T-547—Ticket Seller's Envelope containing void tickets and report of tickets sold.
 - T-539—Cashier's Report of Walkaways—original copy.
 - b. Go to counting table. Never leave cash box unattended.
 - c. Count out of cash an amount equal to the original change fund, using the largest denominations available.
 - d. Count remaining cash (arranging bills in order of smallest denomination on bottom, to largest denomination on top, face up and uniformly turned) and enter by denominations on the deposit slip.
 - e. Break open any wrapped coins included in deposit.
 - f. Enter total amount of Interim Collector's Receipts (T-252) on the deposit slip, and attach copies thereto.
 - g. Add amounts on deposit slip.
 - h. Place cash (receipts), assignment time card, Walkaway Envelopes and duplicate and triplicate of Cashier's Report

DUTIES OF TICKET SELLERS

of Walkaways in cash box. Arrange box neatly.

- i. Deposit change fund with change fund teller who will receipt return on deposit slip.
 - j. Place deposit slip in cash box and deliver to receipts teller, retaining lock and key thereto.
 - k. Obtain from receipts teller the following:
 - (1) Copy of deposit slip—receipted.
 - (2) Copy of Cashier's Report of Walkaways—triplicate—receipted.
 - (3) Assignment time card, time-stamped.
 - l. Proceed to locker room.
24. Return of Uniform and Special Equipment. Upon completion of the daily shift return to the locker room immediately and proceed as follows:
- a. Turn in any special equipment to equipment clerk.
 - b. Present assignment time card to equipment clerk who will time-stamp and retain.
 - c. Remove uniform, place in locker, lock locker and retain key.
 - d. Leave locker room immediately.
- 20*
bring out hand check assignment clerk
- The Locker Room Is Not A Club Room*

SECTION III

DUTIES OF TICKET TAKERS

Introduction

1. Instructions in Section III constitute a manual of procedure for:
 - a. Entrance gate ticket takers.
 - (1) Regular entrance gates.
 - (2) Service entrance gates.
 - b. Concession ticket takers.
2. A "Ticket Taker" is an employee in charge of a ticket receptacle and turnstile at an Entrance Gate or Concession.

Weekly Assignment Schedule

3. Two days before the end of each week, the district assignment clerk will issue to you a weekly schedule, showing to which revenue position you are assigned and the days and hours when you are to report to such revenue position.
4. Acquaint yourself with the location of your assignment by reference to map in your district assignment office.

Reporting for Duty and Assignment

5. Report for duty at district assignment office as specified in weekly schedule, and obtain

DUTIES OF TICKET TAKERS

the following from assignment clerk:

Regular Ticket Taker

- a. Correct assignment time card.
T-518 Concessions—Pink Stripe.
T-519 Entrances—Yellow Stripe.
- b. Ticket bag.
- c. Addressographed used-tickets tag. Make certain revenue position number on tag is same as revenue position number on assignment time card.

Relief Ticket Taker

- a. Correct assignment time card, T-520 Relief—Blue Stripe.
- b. Daily Meal Relief Record Card.
6. Report to locker room and
 - a. Change to uniform.
 - b. Obtain any special equipment, required by assignment, from equipment clerk.
 - c. Present assignment time card to equipment clerk to be time-stamped.

Arrival at Ticket Taking Position—Regular Ticket Taker—Entrance Gates

7. Present assignment time card to gate lieutenant for entering time of arrival at entrance gate.
8. Install ticket bag and lock receptacle.

DUTIES OF TICKET TAKERS

9. Initial opening turnstile register reading entered by gate lieutenant on Daily Report of Turnstile Readings—Entrances, if correct.

Arrival at Ticket Taking Position—Regular Ticket Taker—Concessions

10. Present assignment time card to concessionaire's representative for entering time of arrival at concession.
11. Install ticket bag and lock receptacle.
12. Enter opening turnstile reading on reverse side of Used Tickets Tag and have reading verified by ticket taker going off duty and by concessionaire's representative, each initialing reading, if correct.

Ticket Taking Operation

13. Classes of Tickets—Fair Admissions.
 - a. Regular Sale Tickets.
Tickets sold by regular ticket sellers on Fair Grounds.
 - b. Souvenir Tickets.
 - (1) Prenumbered, for adults only; bear 5 gate and 6 concession admission coupons.
 - (2) Made up in a number of series, each consisting of various combinations of concession admissions.

DUTIES OF TICKET TAKERS

- c. Season tickets.
- (1) Prenumbered, non-transferable.
 - (2) Consist of identification section with validated photo attached; pad of 100 gate admission coupons, each coupon prenumbered with same number as identification number.
 - (3) First coupon good for gate admission without photo attached to ticket.
 - (4) Additional coupons issued by Pass Section upon request.
- d. College and Teacher's Season Tickets.
Same as regular season tickets except for adults only, and must be signed by holder and school authority.
- e. 20-Admission Tickets.
Same as season tickets, except bear 20 admission coupons without refill privilege.
- f. School 20-Admission Tickets.
- (1) Prenumbered, non-transferable, for children.
 - (2) Bear 20 admission coupons, no photo.
 - (3) To be signed by holder and teacher.

DUTIES OF TICKET TAKERS

- g. College and Teachers' 20-Admission Tickets.
- (1) Prenumbered, non-transferable, for adults.
 - (2) Bear 20 admission coupons, photo required.
 - (3) To be signed by holder and school authority.
- h. Souvenir General Admission Tickets.
Single admission tickets sold through railroads, tour bureaus, bus lines, etc.
- i. Specific Day Tickets.
Single admission ticket for specific day.
- j. Special instructions will be issued covering any tickets not described herein.
14. Classes of Tickets—Concession Admissions.
To be described in school of instruction and in special daily orders.
15. Classes of Identification Passes.
- a. Season Passes—Fair Admissions.
- (1) Prenumbered identification card with photo attached.
 - (2) Pad of 44 admission coupons made up in different colors each month. Each coupon prenumbered, with same number as identification card.
 - (3) Identification card validated for current month.

DUTIES OF TICKET TAKERS

- (4) First coupon good for admission without photo attached to identification card.
- b. Temporary Passes—Fair Admissions.
 - (1) Prenumbered identification card (no photo required.)
 - (2) Pad of 5 or 10 admission coupons, each coupon prenumbered with same number as identification card.
 - (3) Carries expiration date.
- c. One Day Emergency Admission.

Good only for day stamped thereon.
- d. Special instructions will be issued covering any passes not described herein.
- e. Passes—Concession Admissions.

To be described in school of instruction and in special daily orders.
16. Consult gate lieutenant's "Sample Board" daily for special tickets and passes which will be issued from time to time.
17. Study carefully each type of ticket and pass.
18. Before granting admission, make certain that each ticket or pass is valid and good for particular admission; requirements specified for each type of ticket and pass must be satisfied in every detail.

DUTIES OF TICKET TAKERS

19. When photo is called for, be sure that it has been validated and compare with person presenting ticket or pass.
20. Drop each valid ticket, strip of tickets or coupon stub into ticket receptacle exactly as presented by patron. **Do not separate tickets.**
21. Deny admission to person presenting invalid ticket or pass, braking turnstile as demonstrated in school of instruction. Lock turnstile. Summon gate lieutenant!
22. Ticket takers will be given instructions in detecting counterfeit tickets or passes in school of instruction.
23. Relief—Entrance Gates.

At entrance gates, circumstances will usually permit closing off a lane during relief periods and, accordingly, ticket taker will not be succeeded by a relief employee. Before departing, ticket taker will:

 - a. Cover ticket receptacle.
 - b. Summon gate lieutenant to lock turnstile.
 - c. Chain off entrance lane.
 - d. Hang "Closed" sign on chain.

DUTIES OF TICKET TAKERS

24. Relief—Concessions.

Relief ticket taker will:

- a. Present identification card and Daily Meal Relief Record Card to regular ticket taker.
- b. Proceed with ticket taking in accordance with instructions applying to regular ticket taker.
- c. On completion of relief, obtain regular ticket taker's signature on Daily Meal Relief Record Card.
- d. Proceed to next relief.
- e. At end of last relief, proceed as follows:
 - (1) Report to assignment clerk and turn in Daily Meal Relief Record Card.
 - (2) Go to locker room and proceed in accordance with rule (30), page 30.

Changing Shift or Closing Position— Entrance Gates

25. Gate lieutenant will:
 - a. Remove and seal bag of collected tickets.
 - b. If closing position, lock turnstile and ticket receptacle.
 - c. Fill out and attach used tickets tag.

DUTIES OF TICKET TAKERS

d. Enter closing turnstile register reading on Daily Report of Turnstile Readings—Entrances. Ticket taker will initial reading, if correct.

26. Ticket taker will enter quitting time on assignment time card, elapsed time at location, add allowed traveling time, deduct meal time and compute earned hours.
Gate lieutenant will verify and sign assignment time card.

Changing Shift or Closing Position— Concessions

27. Concessionaire's representative will:
 - a. Remove and seal bag of collected tickets.
 - b. If closing position, lock turnstile and ticket receptacle.
 - c. Fill out and attach used tickets tag.
 - d. Initial closing turnstile reading which will be recorded on reverse side of used tickets tag by ticket taker and which will also be initialed by ticket taker coming on duty, if correct.
28. Ticket taker will enter quitting time on assignment time card, elapsed time at location, add allowed traveling time and compute billing hours; deduct meal time and compute earned hours. Concessionaire's

DUTIES OF TICKET TAKERS

representative will verify billing hours and sign assignment time card.

Going Off Duty

29. Report to assignment office and
 - a. Deliver bag of collected tickets to assignment clerk who will:
 - (1) Fill out Tally Sheet—Bag of Used Tickets.
 - (2) Detach stub of used tickets tag, sign and return to ticket taker.
30. Report to Locker Room and
 - a. Turn in any special equipment to equipment clerk.
 - b. Present assignment time card to equipment clerk who will time-stamp and retain.
 - c. Remove uniform, place in locker, lock locker and retain key.
 - d. Leave locker room immediately.

SECTION IV DUTIES OF CASHIERS

Weekly Assignment Schedule

1. Two days before the end of each week, the district assignment clerk will issue to you a weekly schedule, showing to which revenue position you are assigned and the days and hours when you are to report to such revenue position.
2. Acquaint yourself with the location of your assignment by reference to map in your district assignment office.

Reporting for Duty and Assignment

3. Report for duty at district assignment office as specified in weekly schedule and
 - a. Obtain correct assignment time card from assignment clerk as follows:
 - T-518—Concession—Pink Stripe
 - T-520—Relief—Blue Stripe
 - b. Compare revenue position number with weekly schedule.
 - c. If relief employee, obtain Daily Meal Relief Record Card and book of Relief Cashier's Report of Register Readings from assignment clerk.
4. Report to locker room and
 - a. Change to uniform.

- b. Obtain any special equipment, required by assignment, from equipment clerk.
 - c. Present assignment time card to attendant to be time-stamped.
5. Report to branch bank and
- a. Present assignment time card and identification card to the change fund teller.
 - b. Obtain time-stamp on assignment time card.
 - c. Sign the change fund record card.
 - d. Obtain cash box containing change fund from change fund teller. (For your protection you are advised to buy your own lock and key and to make certain that no one but **yourself** has a key.)
 - e. Verify amount of change fund but do not open wrapped coins.
 - f. If regular cashier make certain you receive the following forms from the change fund teller:
 - (1) Addressographed Cashier's Deposit Slip—Concessions.
 - (2) Addressographed Tape Envelope and Report of Register Readings.
 - (3) Report of Voids—Cash Registers.
 - g. Make certain that revenue position number on addressographed forms is the same as revenue position number on assignment time card.

- h. Cashier's Report of Walkaways, Walk-away Cash Envelope, and Report of Suspected Counterfeits Questioned Before Acceptance will be found at cash register.
- i. Report to post designated by revenue position number appearing on assignment time card. (Daily Meal Relief Record Card if a relief cashier.)

Arrival at Cashiering Position—Regular Cashier

- 6. Present assignment time card to concessionaire's representative for entry of starting time.
- 7. Place change fund in cash drawer.
- 8. Concessionaire's representative will record opening register reading on cash register tape. (If multiple register, opening reading of all recording registers must be recorded.)
- 9. Concessionaire's representative will enter opening reading or readings of cash register on Tape Envelope and Report of Register Readings (T-567) and insert cashier's name in space provided on envelope opposite respective shift number.
- 10. Cashier will ring "No Sale" key three times and affix signature in autograph space of cash register.

Cashiering Operation

11. Ring each sale separately, closing cash drawer after each transaction. Do not bunch sales.
12. In case of error or over-ring on cash register, enter entire amount rung up, on Report of Voids—Cash Registers (T-665) and ring correct amount on cash register. Concessionaire's representative will approve amount voided by initialing T-665.
13. When tax key is provided on cash register, ring up, separately, amount of tax collected with each sale, in tax register, and ring up total amount of tax and sale in total register.
14. If no tax key is provided on cash register, ring up total of each transaction, including tax, in a single amount.
15. Place bill or bills accepted from patron, on top of cash register counter.
16. Count out bills to complete the change, mentioning first the combined amount of sale and coins, and add aloud as each additional bill is placed before the patron, until the amount of the bill presented is reached.
17. Then place money received in cash drawer immediately and close drawer.

18. Walkaway Money.

Walkaway money is change left by a patron by mistake and is to be handled as follows:

- a. Make every reasonable effort to recall patron without leaving booth or causing disturbance. If unsuccessful, proceed with
 - b. Recording.
 - (1) Record all details of walkaway on Cashier's Report of Walkaways (T-539) immediately.
 - (2) Insert cash in Walkaway Envelope (T-557), seal and note amount on face thereof.
- c. Refunds—Patron returning before close of shift.
 - (1) Refer patron to concessionaire's representative.
 - (2) Obtain approval of concessionaire's representative in appropriate space on T-539.
 - (3) Obtain signature of patron on T-539.
 - (4) Return cash to patron.
- d. Refunds—Patron returning after close of shift.

Refer patron to lieutenant in charge who will prepare Request for Walka-

DUTIES OF CASHIERS

way Cash Refund, in duplicate, and advise patron that a check will be mailed after proper verification. (Both copies are sent to the Auditing Department.)

- e. Deposit of Walkaway Cash.
 - (1) Place original copy of T-539 in auditor's receptacle in branch bank.
 - (2) Deposit Walkaway Envelope (T-557) with receipts teller when making daily deposit.
 - (3) Obtain signature of receipts teller on triplicate copy of T-539 and retain as receipt.

19. Counterfeits.

Guard especially against accepting counterfeits by closely following information furnished in school of instruction. When a suspected counterfeit is presented, proceed as follows:

- a. Retain bill (it is against the law to return a counterfeit).
- b. Call concessionaire's representative who will call bank teller.
- c. Request patron to await arrival of bank teller.
- d. Deliver suspected bill to bank teller.

DUTIES OF CASHIERS

- e. Bank teller will record all details immediately on Report of Suspected Counterfeits Questioned Before Acceptance (T-623).

20. Pick-up Collections.

Branch bank collectors, from time to time, will pick up accumulated receipts and furnish additional change as needed. Be sure to observe following instructions:

- a. Prepare any surplus paper currency in multiples of \$25.00 for delivery.
- b. Make positive identification:
 - (1) Note word "Collector" on left sleeve of uniform.
 - (2) Inspect his identification card—particularly photograph.
 - (3) Be certain that he has official receipt book (Form T-252).
- c. Deliver surplus paper currency as prepared, to collector.
- d. Obtain Interim Collector's Receipt (T-252) for amount delivered.
- e. Place T-252 in cash box. (This represents cash for deposit.)
- f. Buy necessary change by even exchange of paper money for small bills and coins needed.

DUTIES OF CASHIERS

- g. On the last visit of the branch bank collector, arrange to deliver as much of your daily receipts (paper currency, only) as feasible in order to reduce the amount of cash to be deposited at the end of your shift. Be sure to retain enough money to equal the amount of your change fund as this amount must be returned in full to change fund teller.
21. Checks, Pay Outs and Large Bills.
Do not cash checks. Do not pay out any funds. Do not accept any bill over \$20.00. Refer to concessionaire's representative.
22. Breakdown of Equipment.
If cash register fails to operate properly, call concessionaire's representative.
23. Relief.
Relief cashier will:
- Show identification card and Daily Meal Relief Record Card to regular cashier.
 - See that regular cashier empties all cash and reports* from cash drawer into regular cashier's cash box. (Regular

* Except Cashier's Report of Walkaways on which relief cashier will record any walkaways occurring during relief period.

DUTIES OF CASHIERS

- cashier may leave cash box at branch bank during relief.)
- Place own change fund in cash drawer.
 - See that regular cashier rings "No Sale" key three times and affixes signature (regular cashier's) in autograph space.
 - Affix own signature in autograph space below signature of regular cashier.
 - Proceed with cash taking in accordance with instructions applying to regular cashier.
 - At end of relief shift, ring "No Sale" key three times and affix signature in autograph space.
 - See that regular cashier affixes signature in autograph space below relief cashier's signature.
 - Separate amount of change fund from total cash on hand, count balance of cash (receipts) and enter amount on both copies of Relief Cashier's Report of Register Readings (T-570). Make certain to record amount of any walkaway cash in space provided on T-570. Turn over cash receipts and both copies of T-570 to regular cashier.
 - Turn over any walkaway cash to regular cashier who will compare amount of cash with amount noted on face of Walkaway Envelope and with entry on

DUTIES OF CASHIERS

Cashier's Report of Walkaways and with entry on Relief Cashier's Report of Register Readings.

- k. See that regular cashier verifies amount of cash entered on T-570 and receipts both copies, places cash and original copy of T-570 in cash register and returns book containing duplicate copy to relief cashier.
- l. Obtain regular cashier's signature on Daily Meal Relief Record Card.
- m. Proceed to next relief.
- n. At end of last relief, proceed as follows:
 - (1) Return to branch bank and turn in change fund to change fund teller and obtain receipt.
 - (2) Report to assignment clerk and turn in Daily Meal Relief Record Card and book of Relief Cashier's Report of Register Readings.
 - (3) Go to locker room and proceed in accordance with rule (29) page 42.

Changing Shift or Closing Position

24. Ring "No Sale" key three times and affix signature. When changing shifts, cashier reporting for duty will sign below signature of cashier going off duty.
25. Place all cash in cash box (all counting must be done at the branch bank).

DUTIES OF CASHIERS

26. Enter quitting time on assignment time card, elapsed time at location, add allowed traveling time, and compute billing hours; deduct meal time and compute earned hours. Concessionaire's representative will verify billing hours and sign assignment time card.
27. See that Concessionaire's representative enters closing register reading or readings on tape envelope.
28. Return to branch bank and proceed as follows:
 - a. Deposit original copy of Cashier's Report of Walkaways in auditor's receptacle.
 - b. Go to counting table. Never leave cash box unattended.
 - c. Count out of cash an amount equal to the original change fund, using the largest denominations available.
 - d. Count remaining cash (arranging bills in order of smallest denomination on bottom, to largest denomination on top, face up and uniformly turned) and enter by denominations on deposit slip.
 - e. Break open any wrapped coins included in deposit.
 - f. Enter total amount of Interim Collector's Receipts on the deposit slip and attach copies thereto.
 - g. Add amounts on deposit slip and attach original of Relief Cashier's Report of Register Readings thereto.

DUTIES OF CASHIERS

- h. Place cash (receipts), Walkaway Envelopes, duplicate and triplicate of Cashier's Report of Walkaways and assignment time card in cash box.
 - i. Deposit change fund with change fund teller who will receipt return on deposit slip.
 - j. Place deposit slip in cash box and deliver to receipts teller, retaining lock and key thereto.
 - k. Obtain from receipts teller the following:
 - (1) Copy of deposit slip—received.
 - (2) Copy of Cashier's Report of Walkaways—triplicate—received.
 - (3) Assignment time card, time-stamped.
 - l. Proceed to locker room.
29. Return of Uniform and Special Equipment. Upon completion of daily shift, cashier will return to the locker room immediately and proceed as follows:
- a. Turn in any special equipment to equipment clerk.
 - b. Present assignment time card to equipment clerk for time-stamping.
 - c. Remove uniform, place in locker, lock locker and retain key.
 - d. Leave locker room immediately.

SECTION V

DUTIES OF BRANCH BANK TELLERS

A. Change Fund Tellers

Preparation of Change Funds

Change fund teller at each branch bank will:

1. Enter on Change Fund Teller's Blotter (T-631) the total amount of change fund received from the main bank under caption "Receipts from Head Teller".
2. At the beginning of each shift, verify and enter total of duplicate copy of tape covering outstanding change funds at the end of previous shift, on change fund teller's blotter under caption "Outstanding Change Funds—Beginning of Shift".
3. As each bag is opened for preparation of change funds, verify contents of bag with amount listed on each tag, attached to bag.
4. In accordance with schedule of standard change funds prepared by head teller, prepare individual change funds as follows:
 - a. Make up the required quantity of each standard amount of change fund.
 - b. Place each amount in cash box of distinctive color for such standard amount.
 - c. Place cash boxes on shelves under the teller's counter, segregating boxes according to amounts (color).

DUTIES OF BRANCH BANK TELLERS

5. Fill form racks with addressographed forms for each revenue position in district. Keep form racks filled at all times.

Issue of Change Funds

6. When employee requests change fund, remove change fund record card for assigned revenue position number, from open file.
7. Change funds issued to Fair Corporation employees:
 - a. Examine employee's assignment and identification card; compare photograph with individual.
 - b. Obtain employee's signature and payroll number on change fund record card; compare signature with signature on identification card.
 - c. Time-stamp assignment time card under "Arrival at Branch Bank".
 - d. Time-stamp under "Out" on change fund record card, enter thereon amount of change fund issued and place card in proper place in file, in off-set position.
8. Change funds issued to Concessionaire employees:
 - a. Examine employee's identification card and special assignment card, if required by concessionaire. (If assignment card is required, change fund record card will bear stamp reading "Assignment

DUTIES OF BRANCH BANK TELLERS

- Card Required".) Compare photograph with individual.
- b. Retain assignment card when such cards are presented as required.
 - c. Obtain employee's signature on change fund record card. Compare signature with change fund signature card on file.
 - d. Time-stamp under "Out" on change fund record card, enter thereon amount of change fund issued and place card in proper place in file, in off-set position.
9. Withdraw from form rack the individual forms required for specific revenue position and hand to employee with cash box containing change fund.

Return of Change Funds

10. When employee returns change fund at end of shift, remove change fund record card from file, verify amount of change fund returned, and time-stamp "In" on change fund record card.
11. If counterfeit coin or bill is discovered in deposit, prepare Report of Counterfeits Received—Fair Employees, or Report of Counterfeits Received — Concessionaire Employees, in triplicate and:
 - a. Sign report, call head teller who will also sign report.
 - b. Hand counterfeit bill with triplicate copy of report to head teller.

DUTIES OF BRANCH BANK TELLERS

- c. Enter cashier's name and amount shown on each report of counterfeits received, in space provided on change fund teller's blotter, attaching original and duplicate copies of reports thereto.
12. Initial deposit slip in space marked "Change Fund Returned" and return to employee.
13. In the case of collectors, change makers, and relief cashiers who make no deposits covering receipts, issue Change Fund Receipt (T-535).
14. When collectors, change makers or relief cashiers are over or short, prepare prenumbered Collector's and Relief Cashier's Over and Short (T-528), in triplicate, obtaining signature of employee on all copies. Forward triplicate copy to the district assignment office or bank for posting on employee's personnel and record card. Attach original and duplicate copies to the change fund teller's blotter.
15. Enter amount of over or short under the appropriate caption on change fund teller's blotter.

Closing Shift

16. Count all paper currency on hand, placing correct bill strap around package of one hundred bills of same denomination. Stamp bill strap with teller's number stamp and initial with pencil.

DUTIES OF BRANCH BANK TELLERS

17. Count all good coins, placing each denomination in a separate bag. Tag, sign and seal.
18. Enter amounts (currency and coin) by denominations, on change fund teller's blotter, under caption "Analysis of Last Delivery".
19. Place all bags of coins and packages of currency in one large money bag, tag, sign and seal.
20. Enter total amount (19) on change fund teller's blotter under caption "Deliveries to Head Teller".
21. Run adding machine tape, in duplicate, of all outstanding change fund record cards and enter amount on change fund teller's blotter, under caption "Outstanding Change Funds—End of Shift".
22. Balance change fund teller's blotter and, if discrepancy exists after rechecking, prepare Teller's Over and Short (T-541) and enter amount opposite proper caption on blotter.
23. Turn over to head teller change fund teller's blotter, with all over and short slips, any reports of counterfeits received, both copies of tape covering outstanding change funds at end of shift and bag containing cash.

B. Receipts Tellers

Deposit of Interim Collections

Receipts teller will:

1. Compare amount of each package of bills deposited by collector with amount shown on each respective receipt turned in by collector, counting bills within each package. Obtain shortage, if any, from collector's change fund.
2. Add amounts of duplicate copies of receipts, comparing total against total amount of cash collections turned in by collector.
3. Then run adding machine tape, in duplicate, of triplicate copies of used receipts, making certain that no triplicate copies have been removed from book. Total of this tape must agree, of course, with total cash collections turned in by collector.
4. Enter opening and closing numbers, of collector's receipts on both copies of tape, sign tape and staple duplicate copy of tape to collector's receipt book.
5. Stamp all copies of each unused receipt "Canceled" and return receipt book, with duplicate tape attached, to collector.
6. Enter total of original copy of tape and opening and closing numbers under caption "Interim Collections" on receipts teller's blotter.

7. Insert all currency, received from collector, in lots not exceeding one hundred bills of same denomination, in Branch Bank Interim Deposit Envelopes.
8. Enter amount on envelope, sign and seal. Enter amounts and envelope numbers on receipts teller's blotter under caption "Deliveries to Head Teller".
9. Hand envelopes with duplicate copies of collector's receipts and original copy of tape thereof to head teller.
10. Obtain original copy of tape, verified and signed by head teller, and attach to receipts teller's blotter.

Deposit of Receipts and Walkaway Cash

11. Obtain the following from cashiers and ticket sellers:
 - a. Cash receipts.
 - b. Deposit slip.
 - (1) Make certain deposit slip bears change fund teller's initials, receipting for return of change fund.
 - c. Walkaway cash envelopes.
 - d. Duplicate and triplicate copies of cashier's report of walkaways.
 - e. Original copies of collector's receipts.

DUTIES OF BRANCH BANK TELLERS

12. Place coins in counting machine tray, removing any counterfeit or mutilated coins. Run good coins through counting machine.
13. Count paper currency, separating counterfeits, if any.
14. Place deposit slip in adding machine for verification. Enter thereon amounts shown by registers on coin counting machine, amount of mutilated coins, paper currency, counterfeits and amount of collector's receipts. Total deposit slip in adding machine.
15. Compare adding machine total with amount entered by cashier on deposit slip. In case of discrepancy, return to cashier the denomination of coin or paper currency on which the discrepancy exists, for recount and correction of total.
16. Sign deposit slip and hand duplicate copy to cashier (if Fair operation) or triplicate copy (if concession operation).
17. Clear registers on counting machine.
18. Press lever, releasing coins from boxes in teller's counting machine into individual bags for each denomination of coin.
19. Enter revenue number and total of deposit slip on receipts teller's blotter in column provided for each revenue group.
20. Verify amount of walkaway cash deposited with total shown on cashier's report of walkaways.

DUTIES OF BRANCH BANK TELLERS

21. Sign duplicate and triplicate copies of walkaway report turned in by cashier. Retain duplicate and return triplicate to cashier.
22. Enter amount of walkaway cash in space provided on receipts teller's blotter, attaching thereto duplicate copy of cashier's report of walkaways.
23. If counterfeit coin or bill is discovered in deposit, prepare Report of Counterfeits Received—Fair Employees, or Report of Counterfeits Received — Concessionaire Employees, in triplicate.
24. Sign report, call head teller who will also sign report.
25. Hand counterfeit bill with triplicate copy of report to head teller.
26. Enter cashier's name and amount shown on each report of counterfeits received, in space provided on receipts teller's blotter, attaching original and duplicate copies of reports thereto.

Closing Shift

27. Count all paper currency on hand, placing correct bill strap around packages of one hundred bills of same denomination. Stamp bill strap with teller's number stamp and initial with pencil.
28. Empty individual bags of coins from teller's counting machine into proving machine, for

DUTIES OF BRANCH BANK TELLERS

bagging into standard amounts for each denomination. Attach appropriate tag, sign and seal.

29. Enter amounts (currency and coin), by denominations, on receipts teller's blotter under caption "Analysis of Last Delivery".
30. Place all bags of coin and packages of currency in one large money bag, tag, sign and seal.
31. Enter total amount (30) on receipts teller's blotter under caption "Deliveries to Head Teller".
32. Compare all original Interim Collector's Receipts turned in by depositors with duplicate copies in head teller's file, withdrawing each duplicate which can be matched with an original, and attaching it thereto.
33. Enter receipt number and amount of each unmatched original collector's receipt under "Outstanding Collections" on receipts teller's blotter.
34. Total all columns on blotter and enter totals in the reconciliation section thereon.
35. Run adding machine tape of matched original and duplicate collector's receipts and enter total opposite appropriate caption in reconciliation.
36. Add amounts contained in reconciliation and if totals do not balance, verify all en-

DUTIES OF BRANCH BANK TELLERS

tries and additions. If discrepancy still exists, prepare Teller's Over or Short and enter opposite appropriate caption in reconciliation.

37. Turn over to head teller sealed bag containing cash; receipts teller's blotter with all deposit slips, report of walkaways, original unmatched interim collector's receipts representing outstanding collections, matched receipts, reports of counterfeits received, any wrappers for silver shorts and all over and short slips.

SECTION VI

DUTIES OF COLLECTORS

A. Interim Collectors

Reporting for Duty

1. Report to locker room and
 - a. Change to uniform.
2. Report to branch bank head teller and
 - a. Obtain book of Interim Collector's Receipts.
 - b. Sign Interim Collector's Book Receipt.
3. Report to change fund teller and
 - a. Obtain collector's bag.
 - b. Present identification card to change fund teller.
 - c. Sign change fund record card.
 - d. Obtain change fund.
 - e. Verify amount of change fund but do not open wrapped coins.
 - f. Proceed to revenue positions along pre-determined route.

Collection of Surplus Receipts and Sale of Change

4. Present identification card to employee in booth and
 - a. Verify amount of surplus receipts (in multiples of \$25.00), made ready by cashier.

DUTIES OF COLLECTORS

- b. Accept paper money, only. Do not accept coins.
- c. Prepare Interim Collector's Receipt, in triplicate, sign, and hand original to cashier.
- d. Place duplicate receipt on top of bills accepted from cashier, secure with rubber band and place in bag.
- e. Sell necessary change to cashier by an even exchange of paper money for small bills and coins needed.
- f. Do not sell change out of surplus receipts.
- g. Proceed to next revenue position.

Return to Branch Bank

5. Deposit collections, duplicate copies of Interim Collector's Receipts, and book of Interim Collector's Receipts, with receipts teller.
6. Receipts teller will verify cash deposited with tape total of receipts (in duplicate), obtaining any shortage from collector, out of change fund.
7. Receipts teller will enter opening and closing receipt numbers on both copies of tape, sign tape and staple duplicate copy of tape to receipt book, stamp all copies of each unused receipt "Canceled" and return to collector.

DUTIES OF COLLECTORS

8. Deposit change fund and bag with change fund teller and obtain change fund receipt.
9. Collector will turn over to head teller the used book of Interim Collector's Receipts with duplicate tape attached and obtain Interim Collector's Book Receipts.
10. Report to locker room and
 - a. Remove uniform.
 - b. Place uniform in locker and lock securely.
 - c. Leave locker room immediately.

B. Coin Box Collectors

Reporting for Duty

1. Report to locker room and
 - a. Change to uniform.
2. Report to head collector, main bank, and obtain the following:
 - a. Report of Coin Box Readings and Collections, (T-286) in triplicate, with numbers of revenue positions from which collections are to be made, listed thereon. (Separate T-286 required for each revenue control number.)
 - b. Appropriate coin box keys and coin box collection tags.
 - c. Necessary supply of coin bags.

DUTIES OF COLLECTORS

Collection from Coin Boxes

3. Proceed to revenue positions designated on Report of Coin Box Readings and Collections and, in the presence of the concessionaire's or operation's representative (who will accompany collector on entire route):
 - a. Remove all coins from coin container and place in coin bag, using a separate bag for each turnstile, vending or other machine having a register. A separate revenue position number will have been assigned to each machine having a register.
 - b. Use one bag, per location, for all collections from machines not having registers but vending the same type of merchandise. One revenue position number will have been assigned to include all non-register vending machines vending same merchandise, within same location.
 - c. Enter revenue position number on coin box collection tag, attach to bag and seal.
 - d. Read coin box register and record reading in "closing" column on Report of Coin Box Readings and Collections, opposite the appropriate revenue position number. Place check mark in "closing" column for non-register machines.

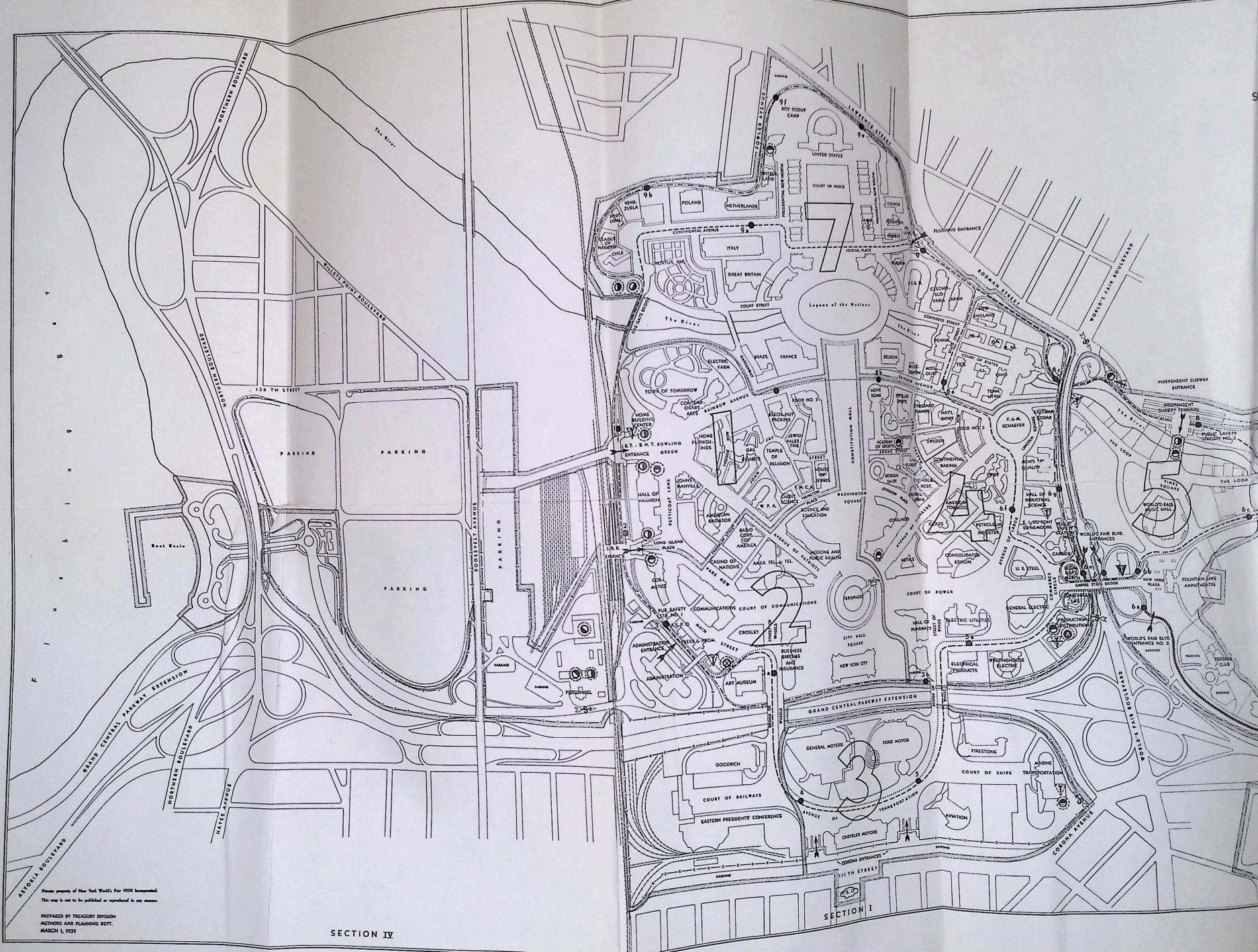
DUTIES OF COLLECTORS

Return to Main Bank

4. When collections have been made from all coin boxes on the collector's route, and all register readings recorded, proceed with accompanying representative to the main bank and
 - a. Turn in to chief collector the bags of coins collected and all copies of Coin Box Readings and Collections, together with coin box keys.
 - b. Together with accompanying representative, witness sorting and counting of coin box collections.
 - c. Obtain duplicate copy of Collector's Coin Box Deposit Receipt (T-540) from head collector.
5. Chief collector will complete Report of Coin Box Readings and Collections and hand triplicate, receipted copy to operation's or concessionaire's representative.

Monday Recor...
Sun. 9

Mon. - 8
Tues. - 6 1/2
Wed - 6 1/2
Thurs -
Sat -
Sun -



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 METRO AND PLANNING DEPT.
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SECTION IV

SECTION I

