

PRICING SCHOOL SITES

How to account for meals when the POS is DOWN

Quick Reference Guide

1. Have a “MiSiS Meal Program Roster” available at each P.O.S.
2. As students come through the line, cashiers will locate their name on the roster.
3. Check their eligibility.
4. Write the date and a “B” for breakfast or “L” for lunch next to the student’s name (example: 8/19 L).
5. Collect copay for Full or Reduced price students.
6. Enter the meals served on the manager computer. Open the till and select the correct date/meal period.
7. Enter meals served by locating the student names using the CMS “Manual Lookup” button.
8. If the manager computer is down, enter sales when communications resume.
9. Count all money collected and include the total amount in the Bank Deposit. Add a comment in the Bank Deposit memo section explaining that the POS is down and that the deposit includes co-payments received for the day.
10. File the Misis Meal Program Roster according to the “Record Retention” guidelines.

****DO NOT ENTER MEAL COUNTS INTO DAILY ENTRY ****