Double Up Coupon: Daily Reconciliation Template

This template outlines recommended procedures and internal controls for coupon handling, cashier accountability, daily counting, and reconciliation. Stores may adapt these procedures and accompanying form to fit their operations while maintaining program compliance.

Standard Operating Procedures for Double Up Coupon Handling

Register Procedure - Cashier

- Verify that the coupon is valid, legible, and not obviously altered, copied, or already redeemed.
- Confirm the purchase includes eligible items under DUFB rules before applying the coupon.
- After redemption:
    - Mark coupon as redeemed (such as with a sharpie).
    - Immediately place the physical coupon into the assigned coupon envelope or coupon slot. Do not leave coupons loose at the register.
- Do not keep coupons in pockets, under the keyboard, or in any personal area.
- Do not reuse, re-scan, re-enter, exchange, or hold coupons for later use.
- Report suspicious coupons, coupon errors, unusual checkout behavior, or employee concerns to a manager immediately.

End of Shift (Cashier or Shift Lead)

1. Remove all DUFB coupons from the register or coupon envelope.
2. Count the physical coupons and total the value of the coupons.
3. Compare the physical total to the cashier shift reports from the POS.
4. Bundle coupons and flag any discrepancies for manager review.

End of Day (Manager)

1. Collect all shift coupon bundles.
2. Verify each bundle against POS shift totals.
3. Record totals in the Daily DUFB Coupon Summary (see page 2).
4. Prepare and label one daily coupon packet with all physical DUFB coupons for the day, shift coupon count totals, cashier shift report (from POS) and daily DUFB coupon reports (from POS), and any discrepancy documentation.
5. Label the packet with store name, business date, total DUFB amount, prepared by, and reviewed by
6. Store the packet in the safe the same business day (retain for at least 90 days).

Daily DUFB Coupon Summary Form Template

Completed at the end of each business day. Attach POS daily coupon report and all coupon packets.

Store Name	
Business Date and Time	
Prepared By	
Reviewed By	

Register and Cashier	Shift Coupon Total	Physical Coupon Total	Difference	Initials	Coupon Bundle Received
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
	$	$			☐ Yes
DAILY TOTAL	**$**	**$**	**$**		

Daily Review Checklist

☐ All coupon bundles received for each shift	☐ Cashier shift reports from POS attached
☐ Daily POS coupon total report attached	☐ Physical coupon total matches POS total
☐ Discrepancy notes included, if needed	☐ Coupons placed in safe

Manager Notes/Discrepancy Notes
