

17.05 Store Records and Reports

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to require its retail stores to maintain certain record keeping systems and reports.

Procedure:

Store records are the responsibility of the store manager and Director of Retail.

The following retail records and reports must be generated by each store:

- Current year store budget
- Annual Calendar of Retail Events
- Cash reports showing daily departmental sales and overages/shortages
- Returned Check Log (maintained by the Finance Department)
- Consumer Product Safety List of Recalls
- Employee Sign In and Sign Out Log
- Sterilization Log
- Donation Tracking Forms
- Training Rosters
- Sharps Injury Log
- Inventory Transfer/Repair/Disposal Records
- Employee Purchase Log
- Volunteer Sign In and Sign Out Log
- Other reports and records as needed