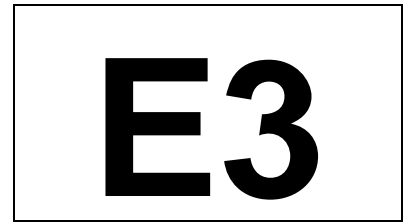


# FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



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Subject: **ELECTRONIC CASH REGISTER CORRECTION REPORT (CRCR)**

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## **PURPOSE**

The purpose of this procedure is to correct daily data in the point-of-sale system to ensure accurate claiming of reimbursable meals and snacks and for reconciling discrepancies.

## **PROCEDURES**

Corrections to the end of day cash register reports or the daily data are permitted under specific conditions. Every attempt should be made to enter all sales prior to starting the day-end procedures. An electronic CRCR must only be filed when absolutely necessary to add or delete meals or a la carte items.

Food service managers/satellite assistants must enter corrections via the electronic CRCR in the PCS system.

Electronic CRCRs must be done when:

- A. The day-end procedure is aborted.
- B. Adding or subtracting employee meals as needed.
- C. Adding or subtracting student meals, a la carte items and adult sales as needed (e.g. power outage, field trip meals input after Day End is complete or reconciling Edit Checks). Proper documentation such as rosters or an A La Carte Sales Record must be on file with the daily records.

CRCRs must be filed as soon as the correction is found, but not more than seven (7) school days after the incident has occurred. CRCRs continuously filed late will be documented by the region food service supervisor via an e-mail to the food service manager and the school principal for noncompliance of this procedure.

*For Action By: Food Service Supervisors, Food Service Managers, Satellite Assistants and Cashiers*

*Refer Questions to: Department of Food and Nutrition – Help Desk*

*Revised: August 1999, July 2011, July 2019, October 2020, July 2022  
Reviewed: July 2023*