LEE'S FOOD MART

Cash Handling & Fraud Prevention Acknowledgment

Employee Name: _____ Store Number: _____

I understand and agree to the following company cash-handling policies:

1. **Store money must NEVER be removed from the premises** except for an authorized bank deposit.

2. **Store money must NEVER be used** to purchase Bitcoin, other cryptocurrency, gift cards, or money orders, or to make payments to third parties.

3. **Employees may not use store cash to pay bills, vendors, or emergency expenses,** regardless of who requests payment.

4. **Any call, text, or email requesting money must be reported to management immediately,** including requests from someone claiming to be an owner, manager, corporate representative, or vendor.

5. **Urgency, threats, or claims of unpaid bills do not override company policy.** Never remove or transfer store funds based on such requests.

Employee Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to follow these policies. I understand that violations may result in disciplinary action, up to and including termination of employment.

Employee Signature: _____ Date: _____

Manager Signature: _____

WHEN IN DOUBT, DO NOT MOVE THE MONEY. CONTACT MANAGEMENT IMMEDIATELY.