

DESCRIPTION: There are times during the day that you will need to obtain additional decals to replenish your supply. The procedure below explains how this function is to be performed. In a license agent, many times the person issuing, verifying, returning and finalizing decals will be the same teller.

1. Close and lock drawer.
2. Request new supply of decals from authorized person.
3. Perform inquiry using the “Inventory Management Console”. Determine the next available numbers to be assigned.
4. Retrieve appropriate decals from secured area and check decal counts and serial numbers against inventory displayed on the screen.
5. If correct; assign to teller using the “Inventory Management Console” screen.
6. Receive decals from authorized person. Check counts and serial numbers of decals received with display shown on the “Inventory management Console” screen.

IF CORRECT:

1. Select “Verify” at the “Inventory Management Console” screen.

IF INCORRECT:

2. Do not verify decals. Return decals to issuing person for correcting.
3. Receive decals back from the clerk.
4. Make correction of assignment using the “Inventory Management Console” screen.
5. Return correct decals back to clerk for verification.