

How to ring up Fruit and Vegetable Rx vouchers



****Participants will pay with \$5 or \$1 vouchers, pictured above****

1. Ask the customer if they will be using any Fruit and Vegetable Rx Vouchers
2. The vouchers cover the cost of **fresh fruits and vegetables only**, so if they are purchasing other items ring up the fresh produce separately
3. When collecting the vouchers **check to see if there is an ID number** written somewhere on the voucher - if not, ask the customer if they are able to write it in. If they don't know or don't remember, continue making the sale - **never turn away a customer without an ID number**
4. Customers will be paying with \$1 or \$5 vouchers only, and they **do not receive cash change back**.
5. If their total comes to \$9.50 they would pay you \$10 worth of vouchers and receive no change back - if you have \$1 vouchers on hand to use as change you may use them as appropriate
6. **Print a receipt (if applicable) and staple it to the vouchers** you collected, then place them in the designated voucher box