

## GENERAL REGULATIONS

1. This envelope should be opened in the presence of the duty cashier and the collector together.
2. The envelope is tightly closed by the previous cashier in the last shift.  
If this is not the case, it should be reported immediately to the Accounts Receivable Department copying the Parking Manager and the Finance Manager.
3. If there is any difference (surplus/shortage), both members, the Duty Cashier and Collector should state the case below and sign on the tail of the below table.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.