

Morning Compliance Checklist

(To be emailed to Joselyn.Torres@seiaarons.com or faxed to 860-760-6011 each morning by 10:30 A.M.)

District Manager: _____ **Today's date:** _____ **Store #** _____

Truck Inspections

Valid Inspection & Registration

Truck #1	_____	_____	YES ___	NO ___
	Clean	Damage free; Mirrors & How's My Driving Sticker		
Truck #2	_____	_____	YES ___	NO ___
	Clean	Damage free; Mirrors & How's My Driving Sticker		
Truck #3	_____	_____	YES ___	NO ___
	Clean	Damage free; Mirrors & How's My Driving Sticker		

Money Management

Review Deposit Log; Review deposits from last week for accuracy and time.

Is petty cash reconciliation sheet up to date and accurate?

Pull (5) Recent Files: (Check Flow & Processing) Note findings below including action taken if not aligned with asset protection.

Inventory: Shortages: _____ Did GM complete inventory: YES ___ NO ___

Overages: _____ If no, explain thoroughly:

You only need to complete this form on the first day of your visit. You are still required to fax this form for compliance, just circle the correct day of your visit. Multiple Day Visit (Day) 2 3 4 5 6 7 8 9 10

GM Signature

DM Signature