

HANDLING OF UNCOLLECTED COINS IN COIN TELEPHONE STATIONS

1. GENERAL

- 1.01 This section is issued to outline the procedure for handling loose monies found in Coin Telephone Stations by craftsmen assigned to Coin Telephone work. (Craftsmen assigned to single visit Coin Installation Forces shall refer to BSP 506-050-400SN.
- 1.02 **IMPORTANT:** "All coins, slugs, etc. found in Coin Telephone Stations must be accounted for by the employee involved in strict compliance with this practice. Every employee should understand that any violation of these instructions, will subject the employee to disciplinary action, including dismissal."
- 1.03 **IMPORTANT:** Craftsman must use extreme caution not to substitute personal coins with those found in Coin Telephone Stations.

2. INSTALLER REPAIRMAN PROCEDURES

- 2.01 When an Installer or Repairman finds uncollected coins, slugs, etc. in Coin Telephone Stations, they shall be handled in accordance with the following procedures.
- 2.02 Disposition of good coins when the test desk is attended. The craftsman shall:
- (a) List the number and denomination of coins on the service order or trouble memorandum.
 - (b) Call the test desk with the upper housing in place on the Coin Collector, and with the Testman on the line, deposit the coins. The Testman shall check the deposit of coins by means of the coin signals received, and collect the coins deposited.
 - (c) The Testman will record the number and denomination of the coins deposited on a Trouble Ticket of the Coin Telephone Station involved.
- 2.03 Disposition of mutilated coins, slugs, etc. when the test desk is attended. The craftsman shall:
- (a) List the number and denomination of mutilated coins, number of slugs, etc. on the Service Order or Trouble Memorandum.
 - (b) Wrap $\frac{1}{4}$ inch band of friction tape flatwise around the coins, slug, etc. and drop then in the coin hopper while the upper housing is off. Notify the Testman of the amount of coins, slugs, etc. deposited and have the Testman collect.

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- (c) The Testman will record the number and denominations of the mutilated coins, number of slugs, etc. deposited on a Trouble Ticket of the Coin Telephone Station involved.

2.04 Disposition of overflow coins when the test desk is attended. The craftsman shall:

- (a) If after leveling the coin receptacle, there is an overflow of coins, slugs, etc. which would fill the coin receptacle to capacity, the overflow shall be placed in an Overflow Envelope Form 2270. See Figure 1.
- (b) Show on the Overflow Envelope the date, telephone number, number and denomination of coins, number of slugs, etc. enclosed. The envelope shall then be sealed and signed by the craftsman.
- (c) List the number and denomination of coins, number of slugs, etc. on the Service Order or Trouble Memorandum.
- (d) Call the test desk and report the number and denomination of coins, number of slugs, etc. enclosed in the Overflow Envelope.
- (e) The Testman will record the number and denomination of coins, number of slugs, etc. enclosed in the Overflow Envelope on a Trouble Ticket of the Coin Telephone Station involved.
- (f) The Installer or Repairman will at the end of his working tour or as soon as practical give the Overflow Envelope containing uncollected coins to his immediate Supervisor. The Supervisor will sign the Service Order or the Trouble Memorandum when receiving the Overflow Envelope from the Installer or Repairman.
- (g) The Supervisor shall hand carry the Overflow Envelope to the local Business Office and give the Overflow Envelope to the Business Office Cashier. The cashier shall issue a Form Number 612 to the supervisor for receipt of the total amount of coins, slugs, etc. received. See Figure 2.
- (h) In case an "Overflow Envelope" Form 2270 is not available the craftsman shall wrap the coins in a piece of paper, showing on the paper the date, telephone number, number and denomination of coins, number of slugs, etc. enclosed. Proceed as outlined in Paragraph 2.04 (c), (d), (e), (f), and (g) disposition of overflow coins.

2.05 Disposition of coins, slugs, etc. when test desk is unattended. The craftsman shall:

- (a) Place all uncollected coins, slugs, etc. in an Overflow Envelope Form 2270. Proceed as in Paragraph 2.04 (b), (c), (f) and (g) disposition of overflow coins.

2.06 Disposition of coins, slugs, etc. on non working Coin Telephone Station. The craftsman shall:

(a) Proceed as in Paragraph 2.04 (b), (c), (f), and (g).

3. OVERFLOW ENVELOPE

3.01 The "Overflow Envelope" Form 2270 may be obtained by ordering from the Western Electric Co. on Form 476.

4. REFUNDS

4.01 The use of loose monies for making refunds to subscribers reporting lost coins is not permitted. In cases of such a claim the craftsman shall inform the claimant that the money will be returned by mail, and shall ascertain the name, address, amount deposited, date and any other pertinent information. The craftsman shall report this information to the Chief Operator of the exchange by which the Coin Telephone Station is served.

FIG. 1

FORM 2270
(REV. 5-65)

**This Envelope Contains
Overflow Coins from**

Tel. No. 366 6851

Recep. No. _____

Rt. No. _____ **Stop No.** _____

	Coins	Slugs
Nickels	3	
Dimes	15	
Quarters	2	
Total	\$ 2.15	
Date _____		
Collector <u>J. K. NICKEL</u>		

FIG. 2



THE SOUTHERN NEW ENGLAND TELEPHONE COMPANY
Office Hours - Monday through Friday 8 a.m. to 5 p.m.
(Duplicate Bill)

BASIC MONTHLY SERVICES - For One Month in Advance
ADDITIONAL LOCAL MESSAGES _____
OTHER CHARGES AND CREDITS _____
DIRECTORY ADVERTISING _____
CALLS BEYOND LOCAL AREA _____
BALANCE _____

NAME <u>J. K. DIME</u>		
ADDRESS _____		
TEL. NO. <u>366 6851 SP COIN</u>		
EXCHL <u>BPT</u>	CODE _____	DATE <u>01/23/68</u>
TAX	AMOUNT	REMARKS
		<u>overflow coins found by Uplant</u>
TOTAL	<u>2.15</u>	RB _____

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