

CASHLESS SCRAP PROCESS

The LAPSO Act of 2012 makes it an offence for M J Church to pay cash for scrap metal purchases.

The following process is to be followed for all scrap transactions:

1. For all scrap purchase transactions form mjc02scrapticket.indd is to be completed.

This form requires proof of identification and creates a traceable transaction (i.e. electronic or cheque based payment); photographs are to be taken and electronically stored of the customer, the customer's vehicle and the goods being purchased.

2. The completed form, the corresponding three photos and the corresponding cheque/electronic advice slip are to be saved within an electronic file under the title of the sequentially numbered form mjc02scrapticket.indd.

A paper copy of the form is to be returned to the customer, retained at site and forwarded to M J Church head office.

3. The daily activity file containing all records for the day is to be emailed for Sam Henly.

Sam Henly shall store this file on the shared drive.

4. Under no circumstances are any cash payments to be made for scrap metal.

Ben Staff
Operations Director
December 2012

Reviewed April 2015