

Heard Museum Shops Counterfeit Bill Procedure

- Please check all \$50 and \$100 bills with the counterfeit pen located in the cash drawer. Simply make a small mark anywhere on the bill with the pen. If the mark stays “yellow” the bill is fine. **However, if it turns “dark” then please notify a staff member.**
- The staff member will take over the transaction while taking note of the individual’s description (height, hair color, eye color and clothes).
- If the person with the bill leaves DO NOT try to stop them. The staff member will proceed to the back with the bill. The staff member will sign, date and time the bill with an ink pen.
- The staff member will call security to alert them to watch the individual and if they leave get their car description and plate.
- The staff member will call the non emergency police line at 602-262-6151 and notify the police that we have a counterfeit bill. They will want to know if the person using the bill is still here. If yes, they will send an officer. If not, they will send someone to get the bill and get a description of the person using the money and their car information.
- Security will take the bill and description information and work with the secret service/police when they arrive.

If you have any questions, please ask a staff member. Thanks!