

THE GRAVITY SYSTEM | GRV-LP
THE GRAVITY RESTAURANT LEADERSHIP SYSTEM

The Gravity Cash Controls & Loss Prevention System

A complete operating system for cash custody, deposits, payment exceptions, voids, comps, discounts, refunds, gift cards, inventory leakage signals, investigation boundaries, and corrective action.

EDITABLE FORMS LIBRARY

GRV-LP01-GRV-LP30 | Complete Elite Release | Founding Year Free Access

Published by Thomas Monroe Books
Author: Thomas Butler

How to Use These Forms

- Use one form per controlled event, review, or decision.
- Complete the owner, date, source, decision, next action, and verification fields.
- Keep completed forms in the approved evidence folder.
- Do not use these forms to bypass qualified legal, safety, food-code, payroll, HR, engineering, accounting, or professional review.

Tool Index

ID	Form	Owner	Frequency
GRV-LP01	Cash-Control Responsibility Map	Owner / GM	At setup; quarterly
GRV-LP02	Register, Safe & Deposit Access Register	GM / Finance Owner	At setup; on change
GRV-LP03	Financial Exception Authority Matrix	Owner / GM	Quarterly
GRV-LP04	Loss Prevention Risk Priority Review	Owner / GM	Quarterly
GRV-LP05	Restricted Investigation Boundary Notice	Owner / GM	At setup; on incident
GRV-LP06	Cash Drawer Opening Control	Shift Manager	Each cash shift
GRV-LP07	Cash Drawer Closeout & Variance Log	Shift Manager	Each cash shift
GRV-LP08	Safe Count & Transfer Log	Manager on Duty	Daily; per transfer
GRV-LP09	Deposit Preparation & Handoff Record	Closing Manager	Per deposit
GRV-LP10	Deposit Confirmation & Bank Variance Review	GM / Finance Owner	Per deposit; weekly
GRV-LP11	Discount Authorization Log	Manager on Duty	Daily
GRV-LP12	Comp Authorization & Recovery Record	Manager on Duty	Per comp
GRV-LP13	Void and Deleted Item Review	GM / Manager	Daily; weekly pattern
GRV-LP14	Refund and Chargeback Control Log	GM / Finance Owner	Per refund/chargeback
GRV-LP15	Paid-Out and Petty Cash Control Record	GM / Finance Owner	Per transaction
GRV-LP16	Gift Card & House Account Control Log	GM / Finance Owner	Weekly
GRV-LP17	Manager Override Review	Owner / GM	Weekly
GRV-LP18	POS Role Permission Audit	GM / POS Owner	Monthly; on role change
GRV-LP19	Online Ordering / Delivery Settlement Check	GM / Finance Owner	Weekly
GRV-LP20	Cashless Payment Device & Tip Integrity Check	GM	Weekly
GRV-LP21	High-Risk Item Usage Signal Review	Kitchen / Bar Manager	Weekly
GRV-LP22	Inventory Shrink Signal Worksheet	Inventory Owner	Monthly
GRV-LP23	Bar, Beverage & Controlled Product Exception Review	Bar Manager / GM	Weekly
GRV-LP24	Camera / Evidence Preservation Request	GM / Owner	Per incident
GRV-LP25	Pattern Review & Escalation Decision	Owner / GM	Per material pattern
GRV-LP26	Loss-Event Incident Record	GM / Owner	Per incident
GRV-LP27	Corrective Action and Control Repair Log	GM / HR / Owner	Per confirmed failure
GRV-LP28	Weekly Exception Review Meeting	GM / Managers	Weekly
GRV-LP29	Monthly Loss Prevention Scorecard	Owner / GM	Monthly
GRV-LP30	90-Day Loss Prevention Improvement Plan	Owner / GM	Quarterly

GRV-LP01 | Cash-Control Responsibility Map

Owner: Owner / GM **Frequency:** At setup; quarterly

Purpose: Names custody roles, reviewer roles, approval thresholds, deposit owners, and separation-of-duty expectations.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP02 | Register, Safe & Deposit Access Register

Owner: GM / Finance Owner **Frequency:** At setup; on change

Purpose: Controls who has access to drawers, safe, keys, codes, deposit bags, and payment devices.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP03 | Financial Exception Authority Matrix

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Defines who may approve discounts, comps, voids, refunds, paid-outs, deposits, overrides, and unusual exceptions.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP04 | Loss Prevention Risk Priority Review

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Ranks loss risks by likelihood, dollar impact, trust impact, repeat pattern, and control weakness.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP05 | Restricted Investigation Boundary Notice

Owner: Owner / GM **Frequency:** At setup; on incident

Purpose: Sets rules for fair, lawful, evidence-based review without unsafe accusations, privacy violations, or retaliation.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP06 | Cash Drawer Opening Control

Owner: Shift Manager **Frequency:** Each cash shift

Purpose: Records starting bank, drawer assignment, employee acceptance, variance policy, and manager verification.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP07 | Cash Drawer Closeout & Variance Log

Owner: Shift Manager **Frequency:** Each cash shift

Purpose: Documents closeout count, POS expected cash, variance, reason, recount, owner, and follow-up.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP08 | Safe Count & Transfer Log

Owner: Manager on Duty **Frequency:** Daily; per transfer

Purpose: Controls cash movement between drawers, safe, deposits, paid-outs, and manager custody.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP09 | Deposit Preparation & Handoff Record

Owner: Closing Manager **Frequency:** Per deposit

Purpose: Documents deposit amount, supporting report, preparer, verifier, bag number, handoff, and exception note.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP10 | Deposit Confirmation & Bank Variance Review

Owner: GM / Finance Owner **Frequency:** Per deposit; weekly

Purpose: Matches prepared deposits to bank confirmation and investigates variances through controlled steps.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP11 | Discount Authorization Log

Owner: Manager on Duty **Frequency:** Daily

Purpose: Records discount reason, authority, employee, amount, check, guest context, and review status.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP12 | Comp Authorization & Recovery Record

Owner: Manager on Duty **Frequency:** Per comp

Purpose: Separates legitimate guest recovery from uncontrolled free product and verifies manager authority.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP13 | Void and Deleted Item Review

Owner: GM / Manager **Frequency:** Daily; weekly pattern

Purpose: Reviews voids/deletions by reason, employee, manager, timing, item, check, and repeat pattern.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP14 | Refund and Chargeback Control Log

Owner: GM / Finance Owner **Frequency:** Per refund/chargeback

Purpose: Captures refund reason, channel, approval, evidence, guest contact, follow-up, and financial effect.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP15 | Paid-Out and Petty Cash Control Record

Owner: GM / Finance Owner **Frequency:** Per transaction

Purpose: Documents paid-outs, petty cash use, receipt, approval, reimbursement, and reconciliation.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP16 | Gift Card & House Account Control Log

Owner: GM / Finance Owner **Frequency:** Weekly

Purpose: Reviews activations, redemptions, manual adjustments, balance exceptions, and unusual account activity.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP17 | Manager Override Review

Owner: Owner / GM **Frequency:** Weekly

Purpose: Reviews manager overrides by type, amount, employee, approval pattern, and repeated exception reason.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP18 | POS Role Permission Audit

Owner: GM / POS Owner **Frequency:** Monthly; on role change

Purpose: Verifies POS permissions match approved roles and removes access when duties change.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP19 | Online Ordering / Delivery Settlement Check

Owner: GM / Finance Owner **Frequency:** Weekly

Purpose: Compares platform deposits, fees, refunds, cancellations, and missing orders against approved reports.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP20 | Cashless Payment Device & Tip Integrity Check

Owner: GM **Frequency:** Weekly

Purpose: Reviews device custody, tip flows, batch settlement, tamper concerns, and guest-payment issues.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP21 | High-Risk Item Usage Signal Review

Owner: Kitchen / Bar Manager **Frequency:** Weekly

Purpose: Compares usage, transfers, waste, comps, voids, and sales patterns for high-risk products.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP22 | Inventory Shrink Signal Worksheet

Owner: Inventory Owner **Frequency:** Monthly

Purpose: Identifies unexplained variance signals without accusing employees before evidence supports a path.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP23 | Bar, Beverage & Controlled Product Exception Review

Owner: Bar Manager / GM **Frequency:** Weekly

Purpose: Reviews pours, comps, spillage, waste, transfers, tabs, voids, and inventory discrepancies.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP24 | Camera / Evidence Preservation Request

Owner: GM / Owner **Frequency:** Per incident

Purpose: Documents when evidence must be preserved, who may access it, why, and how it is protected.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP25 | Pattern Review & Escalation Decision

Owner: Owner / GM **Frequency:** Per material pattern

Purpose: Decides whether a pattern requires retraining, process correction, access change, audit, or qualified investigation.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP26 | Loss-Event Incident Record

Owner: GM / Owner **Frequency:** Per incident

Purpose: Records facts, timeline, witnesses, amount, evidence, immediate control, and next authorized step.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP27 | Corrective Action and Control Repair Log

Owner: GM / HR / Owner **Frequency:** Per confirmed failure

Purpose: Corrects the control failure and routes employee action through approved employment process.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP28 | Weekly Exception Review Meeting

Owner: GM / Managers **Frequency:** Weekly

Purpose: Reviews discounts, comps, voids, refunds, variances, deposits, open actions, and recurring weaknesses.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP29 | Monthly Loss Prevention Scorecard

Owner: Owner / GM **Frequency:** Monthly

Purpose: Scores exception rates, variances, open actions, access controls, repeat patterns, and control maturity.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-LP30 | 90-Day Loss Prevention Improvement Plan

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Turns the highest loss risks into a sequenced 90-day plan with owners, safeguards, and verification.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.