



**CITY OF CHICAGO**  
**DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION**  
**ALTERNATIVE PRICING SYSTEM**  
**INSPECTION**

Ward Nbr: \_\_\_\_\_

Schedule Date: \_\_\_\_\_

Investigator's Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

D/B/A Name : _	Nbr Of Floors: _____	Time In: _____ AM <input type="checkbox"/>	Time Out: _____ AM <input type="checkbox"/>
Business Address: _____		_____ PM <input type="checkbox"/>	_____ PM <input type="checkbox"/>
City: _____	State: _____	Zip: _____	

Store Manager: _____	Scanning Coordinator: _	Nbr of Scanners at Location: _____
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License Type #: _____ / _____ / _____ / _____	Expired Date: _____	IRIS NUMBER: _____	SITE NUMBER: _____
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Store Size: _	Extension Status: _____	Item count at check out: _____	Incorrectly scanned count: _____
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**A. CERTIFICATE**

A.P.S Rule 26  
 Operating without A.P.S Certificate,must individually price mark each item

**B. PRICING / UNIT PRICE**

<input type="checkbox"/> <b>A.P.S. Rule 2</b> <b>Requirement for Price Marking</b> Price Marking pending A.P.S. certification.	<input type="checkbox"/> <b>A.P.S. Rule 5</b> <input type="checkbox"/> Unit Pricing <input type="checkbox"/> Unit Pricing Uniformity <input type="checkbox"/> US Dollar and Cents	<input type="checkbox"/> <b>A.P.S. Rule 17</b> Reconstituted Infant Formula may disclose on the Shelf Labels - Unit Price per oz after water is added.	<input type="checkbox"/> <b>A.P.S. Rule 18</b> Pre-packaged Items that do not have UPC symbol or capable of being electronically scanned must be price marked.
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**C. DOUBLE CHECK PROCEDURE**

<b>A.P.S. Rule 11</b> <b>Double Check Procedure</b> <input type="checkbox"/> Employee Designated: to verify price <input type="checkbox"/> Proper Placement of Labels and Signs	<b>A.P.S. Rule 19</b> <b>Correction of Scanning Errors</b> <input type="checkbox"/> Correction of Scanning Errors <input type="checkbox"/> Promptly Correcting Price Marking discrepancies
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**D. SHELF TAGS & SIGNS**

<b>A.P.S. Rule 15</b> <b>Shelf Labels</b> <input type="checkbox"/> Label affixed to shelf <input type="checkbox"/> Unit Price if applicable <input type="checkbox"/> Brand Name - if any <input type="checkbox"/> Name of Item <input type="checkbox"/> Current Price (Reg./Sale) <input type="checkbox"/> Sale Dates ( If Applicable ) <input type="checkbox"/> Size Or Weight Or Measure Or Count if more than one size	<b>A.P.S. Rule 16</b> <b>Non-Shelved Labels</b> <input type="checkbox"/> Size Requirements for Sign (5x7 min) <input type="checkbox"/> Brand Name- if any <input type="checkbox"/> Name of Item <input type="checkbox"/> Current Price (Reg./Sale) <input type="checkbox"/> Sale Dates ( If Applicable ) <input type="checkbox"/> Size Or Weight Or Measure Or Count
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**E. RECEIPT REQUIREMENTS**

<b>A.P.S. Rule 13</b> <b>Receipt Requirements</b> <input type="checkbox"/> Receipt to Customer <input type="checkbox"/> Date of Transaction <input type="checkbox"/> Business Name <input type="checkbox"/> Business Address <input type="checkbox"/> Business Telephone Nbr	<input type="checkbox"/> Discount Card Requirement <input type="checkbox"/> Product I.D. <input type="checkbox"/> Price of Item <input type="checkbox"/> Amount of Sales Tax <input type="checkbox"/> Total Purchase Amount <input type="checkbox"/> Brand Name Or Measure Or Count
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**F. SCANNING TEST / DEVICES / EQUIPMENT**

<b>A.P.S. Rule 27</b> <b>Scanning Devices/Equipment</b> <input type="checkbox"/> Notification of Change in Device / Equipment	<input type="checkbox"/> <b>A.P.S. Rule 22</b> Overcharge no more than 4% of the total number of items selected	<b>A.P.S. Rule 12</b> <b>Point of Sale Device</b> <input type="checkbox"/> Visible Indications <input type="checkbox"/> View by Customer's Position <input type="checkbox"/> View Price <input type="checkbox"/> Visible Item Description
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**G. ADVERTISEMENT**

<b>A.P.S. Rule 14</b> <b>Printed Advertisements</b> <input type="checkbox"/> Brand Name-if applicable <input type="checkbox"/> Name of Item <input type="checkbox"/> Price	<input type="checkbox"/> Size Or Weight Or Measure Or Count <input type="checkbox"/> Adv. Available to general public <input type="checkbox"/> Sales Dates <input type="checkbox"/> Displayed at central location/each level
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**H. POLICIES**

<b>A.P.S. Rule 20</b> <b>Refund - Return - Check Writing Policies</b> <input type="checkbox"/> Posted at each register <input type="checkbox"/> Posted at customer service desk or central location <input type="checkbox"/> Written copy available at customer request	<input type="checkbox"/> Minimum Credit/Debit charge policy posted-if applicable <input type="checkbox"/> Check Writing policies not posted
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This inspection report was discussed and reviewed by: **Print Mgr. / Owner Name:** \_\_\_\_\_

**Mgr. / Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Investigator's Signature: \_\_\_\_\_ Badge Nbr: \_\_\_\_\_

**OFFICE USE ONLY**  
**NOTE: THE FINAL RESULTS OF THIS INSPECTION WILL BE DETERMINED BY THE REVIEWING SUPERVISOR**

**PASS**  **FAIL**  **Supervisor's Signature:** \_\_\_\_\_ **Data Entered into Account Queue:** \_\_\_\_\_

\* Rule 22- If scanning errors are more than 4%, inspection will result in an automatic fail