

Cash Receipts Form

012001

School Name: _____ Fiscal Year: _____
 Club/Group Name & Account Number: _____
 Purpose: _____
 Bookkeeper's Receipt Number(s): _____

The Cash Receipts Form should be used to document the receipt and transfer of all monies (cash, check, money orders, etc.) for student activities. All students' names and amounts remitted should be listed for fieldtrips, fundraisers, club memberships and class dues, uniforms, parking permits, locker fees, lost & damaged textbooks, yearbooks and ads, etc. In addition, please do not lump two or more activity fees together. Each student activity fee should be clearly identified. This form should be given to the Bookkeeper when funds are presented for deposit. Please indicate with a check mark (✓) whether the funds received were cash, check or money order.

DATE	NAME	CASH	CHECK/ MONEY ORDER	AMOUNT RECEIVED	BALANCE DUE
Example only: Please order your cash receipt forms from the print shop. The cash receipt forms are numbered and contain three copies.					
TOTALS					

Preparer's Signature: _____ Date: _____
 Bookkeeper's Signature: _____ Date Received By Bookkeeper: _____