# Cash Receipts Form

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 |
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| **TOTALS** | | | | $ 0.00 | $ 0.00 |

**Preparer's Signature:**_____ **Date:**_____

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

White Copy – Bookkeeper Yellow Copy – Preparer

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