

Organization _____ **School** _____

Purpose _____ **Official Receipt #** _____

Last Name	First Name	Student ID #	Check Number	Check Amount	Cash Amount
SUB-TOTAL TOTAL FOR DEPOSIT					

I hereby transmit all funds received by me for deposit.

Teacher or Sponsor

Date _____

I hereby certify that I have received for deposit from the above named person the funds as indicated hereon.

Bookkeeper or Cashier

Date _____

ACTIVITY						ACTION							

DISTRIBUTION: Submit original with original signature to Bookkeeper with funds collected and retain a copy for your records