



RECEIPT LOG: To be submitted **DAILY** with monies to Main Office

Activity: _____

Teacher / Staff Name: _____

Account: _____

***NOTE:** If name on check is different than student name - please list both

Date ____/____/____

	Student's Name *	Cash	Check Amt.	Check/ Money Order #	Student Initial	Amount	NAME & ADDRESS OF PERSON WHO SIGNED CHECK
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
	TOTALS:			TOTAL:			
				Teacher's Initials			
				Bookkeeper's Initials			