

Extraclassroom Activity Fund Activity Treasurer's Receipt

R E C E I P T	DATE _____		No. 197900		
	RECEIVED FROM _____			\$ _____	
					DOLLARS
	<input type="radio"/> FOR RENT <input type="radio"/> FOR _____				
	ACCOUNT			<input type="radio"/> CASH <input type="radio"/> MONEY <input type="radio"/> ORDER <input type="radio"/> CHECK <input type="radio"/> CREDIT <input type="radio"/> CARD	FROM _____ TO _____ BY _____
	PAYMENT				
BAL. DUE					

One of the duties of Student Activity Treasurer is to ascertain that proceeds from any fund-raising project are handled properly. Confusion and sometimes loss of funds can be traced more often to a lax-pre-audit or receipts and recording of money taken than in any other single cause. For this reason, every possible precaution should be taken to protect the individual concerned and the money collected. A receipt should be issued to each individual from whom money is collected from.

THREE-PART CARBON RECEIPT LOG - PRE-NUMBERED

- The Original Receipt of Sales is given to the customer
- The 2nd copy is submitted to the Central Treasurer - Along with your deposit record
- The 3rd copy is retained by the club for your records