Receipt Book Log

Name of School:

Name of Club:

Receipt Book Log

Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing form:

Date completing this form:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Receipt Book Number | 1. Receipt Number Sequence | 1. Issued To | 1. Date Issued | 1. Date Returned | 1. Receipts Used |
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For each approved ASB activity that will issue receipts as their internal control measure, the receipt book should be controlled by the ASB bookkeeper or other designee and signed out before the event using this control log. When the event is over, the unused portions of all receipt books issued are to be returned and this control log is to be completed.

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date