

Receipt Book Log

(Name of School)

(Name of Club)

Receipt Book Log

Fiscal Year: _____

Name of person completing form: _____

Date completing this form: _____

Receipt Book Number	Receipt Number Sequence	Issued To	Date Issued	Date Returned	Receipts Used

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 prior to the event through the use of this control log. When the event is over, the unused portions of all receipt books issued are to be returned and this control log completed.

Report prepared by: _____
Signature, Title and Date

Club Advisor: _____
Signature, Title and Date

Site Administrator or Designee: _____
Signature, Title and Date

Presented to ASB on: _____
Signature, Title and Date