

West Baton Rouge Parish School Board

Cash Receipts Record

Name of Faculty Member _____

Date Collected _____ Total Collected _____ Receipt # _____

If applicable, Name of the Fund Raiser/Project _____

All funds collected from faculty members for classes, clubs, athletics and other purposes are to be reported to the Business Office on this form. A receipt must also be issued to the club or class for which funds are being deposited. The school secretary is responsible for checking and submitting this form. If the amounts counted by the secretary differ from the amounts listed on the sheet, you will be notified immediately.

	Source of Where the Money Came <small>(List the names of the person, company or activity.)</small>	Name of Fund Where the Receipt is Credited.	Amount Collected	
			Cash	Checks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total Amount Collected in Cash and Checks				