ROBSTOWN ISD

CAMPUS:_____

CASH RECEIPTS VOUCHER

PURPOSE: Documentation for monies collected where a Class Receipt Record is not feasible. Examples include: items sold at a table, school store sales, pre-numbered tickets, etc. Monies collected from individual students should be listed on a Class Receipt Record. The sponsor shall total, sign, and date the form.
The money count box shall be completed and given to the campus/dept. bookkeeper.
The office use only box shall be completed by the bookkeeper.
The sponsor shall retain a copy of this form and the original shall remain with the bookkeeper.

CSAF Account Number_____

CSAF Account Name_____

Funds Collected for the event of:_____

ITEM SOLD		NUMBER SOLD		PRICE PER ITEM		TOTAL $$ COLLECTED

TOTAL $

Sponsor Signature

Date

Money Count (to be completed by the sponsor):

	Checks
	$100s
	$50s
	$20s
	$10s
	$5s
	$1s
	Quarters
	Dimes
	Nickels
	Pennies
	Other
	Total

Office Use Only (to be completed by the bookkeeper):

Reciept Amount	Receipt Number/Date
$	
$	
$	
$	
$	
$	
$	
$	
$	
$	
$	
$	