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** |
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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 prior to 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 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