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 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	