



**Event Start Up Cash Acknowledgement Receipt**

I, \_\_\_\_\_ **(MISD EMPLOYEE)**, acknowledge that

Mansfield ISD general operating check # \_\_\_\_\_, dated

\_\_\_\_\_, 20\_\_\_\_ in the amount of \$\_\_\_\_\_ is

issued to me so that I may obtain event start-up cash for the

\_\_\_\_\_ event to be held at the Mansfield

ISD \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

To obtain the event start-up cash, I will cash the check at the local FROST BANK and will have another Mansfield ISD employee accompany me to the bank.

If the event start-up cash EXCEEDS \$500, the MISD employee that accompanies me to the bank will be an MISD police officer.

I agree to follow the procedures set forth in the Business Office Procedure Manual Section 8.2 related to Event Start Up Cash.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date