



RECEIPT FOR MONIES RECEIVED

INSTRUCTIONS: *This form must accompany the category of funds specified below and delivered to Central Office within 2 days of receipt of funds. Once completed, retain a copy of this form for your records before submission to Central Office.*

Identify the category of funds attached by selecting from selection below:

Grant/Award Preschool Student Fees Donation Use of Facilities

Miscellaneous Cash/Checks received Other _____

Date (*Monies to Central Office*): ____ / ____ / ____

Select School: Becket/Washington Craneville Cummington Kittredge
 Nessacus Wahconah

Enter Dept. Name: _____

Name of Individual submitting funds: _____

Details regarding funds being submitted to Central Office:

- Number of Checks: _____
Total for checks: \$ _____
- Amount of Cash submitted: \$ _____

Enter the name and/or number of the Account or Grant the funds should be applied:

Account/Grant No: _____

Account/Grant Name: _____

Amount Verified by: _____ Date: ____ / ____ / ____

As a reminder: Athletic fees must be sent to Athletic Director; Student Activity monies to School's Admin. Assistant/Principal; Lunch/Food Service monies to School's Food Service Leader.

For use by Central Office:

Received by: _____ On: ____ / ____ / ____

Amount Received: _____

Special Notes: _____

Keep Copy on File, Return Original to Originator or Administrative Assistant