

Name of person completing form: _____

School Site: _____

Fiscal Year:_____

Receipt Book Number	Beginning Receipt Number	Issued To	Recipient (Initial)	Date Issued	Date Returned	Ending Receipt Number	Number of Receipts Used	Received (Initial)

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.