



Receipt Book Log

Name of person completing form: ASB BOOKKEEPER

School Site: ABC SCHOOL

Fiscal Year: 2018/19

Receipt Book Number	Beginning Receipt Number	Issued To	Recipient (Initial)	Date Issued	Date Returned	Ending Receipt Number	Number of Receipts Used	Received (Initial)
01	1001	Teacher Name	IN	8/15/18	8/16/18	1051	50	AB
05	2001	Teacher Name	IN	9/1/18	9/2/18	2201	200	AB

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.