EXTENDED DAY DAILY RECEIPT RECORD

DATE:_

STUDENT NAME	AMOUNT	CHECK (√)	CHECK NO.	MONEY ORDER (√)	CASH (√)
TOTAL CASH	¢.	Receipt book receipt #'s issued:			
TOTAL CASH	\$	to_			
TOTAL CHECKS		Date issued:			
TOTAL MONEY ORDERS	\$				
TOTAL DEP. AMOUNT	\$				
Received by:		ProCare Depo	sit Report#	<u> </u>	
Amt. Counted:		Verified by:			

Cash, Check, and Money Order amounts must be reconciled to the Total Amount prior to deposit

If the amounts per the Daily Receipt Record, ProCare Deposit Report, and/or Deposit slip do not agree, an explanation for the variance must be provided. The explanation must be signed by the principal and attached to the corresponding Deposit Report, Daily Receipt Record, deposit slip, and ProCare receipts.