

## RECEIPTS

ALL RECEIPTS MUST BE ACCOUNTED FOR

<b>OXNARD SCHOOL DISTRICT</b> 1051 South A Street Oxnard, California 93030	<b>CASH RECEIPT</b>		Date _____	<b>103451</b>
	Received From _____			
	Address _____			
	Dollars \$ _____			
	For _____			
<b>ACCOUNT</b>		<b>HOW PAID</b>		
AMT. OF ACCOUNT		CASH		
AMT. PAID		CHECK		
BALANCE DUE		MONEY ORDER		
		CREDIT CARD		
				By _____

Complete legible information is needed:

- Received From: name (e.g. student & ID #, parent, donor)
- Dollars \$ (amount)
- For (e.g. i-Pad accessories, yearbook, PE clothes, etc.)
- Account section of receipt
  - Amt. of Account (total due)
  - Amt. Paid (amount paid)
  - Balance Due (0 or balance if making payments)
- How Paid (method of payment)
  - Cash (amount)
  - Check (check number)
- By (signature of person receiving payment)

## VOIDING RECEIPTS

Please adhere to the following regarding when to void a receipt:

- Once a receipt is written and issued sites may not give a “refund” to any student or parent (even if the money has not been sent in as yet).
- The money and yellow copy of the receipt must be sent in to the District Office.
- If the item is found and returned complete and submit a refund request form.
  
- A receipt should only be voided if there is a mistake in filling it out
- Note the reason for the void on all receipt copies
- Reference the replacement receipt number for the correct transaction
- Send the white **and** yellow copies of the voided receipt to the District Office for the accounting files.

These guidelines are in place so as to create a proper transaction history for auditing purposes.

## RECEIPTS FOR CLASSROOM COLLECTIONS/FUNDRAISERS

To be used for field trips, fundraisers, ice cream sales, etc.:

- CLASSROOM COLLECTIONS:
  - Teacher or moderator uses a master class list of their students to document receipt of monies.
  - Check the student's name and indicate amount and whether it is cash or check (note number).
  - List and money turned into school office **daily**.
- FUNDRAISERS (i.e. Ice Cream Sales):
  - Keep a "tally" of sales (III III)
  - List and money turned into school office **daily**.
- Office Manager or designee verifies cash and checks, and issues white copy of receipt to teacher or moderator for the money turned in each day.
- Office Manager or designee completes Deposit Summary form and submits, along with, yellow receipt copy, list of students (or other documentation), and money to District Office.

## DEPOSIT SUMMARY FORMS

Complete all information:

- Date (at top of form is the date you received the money)
- Purpose (i.e. iPad accessories, library fine, lost book, donation, PE clothes)
- School (your site)
  
- Denomination area:
- Fill in number of bills/coins = amount (i.e. \$20 x 6 = 120)
- Total Cash
  
- Checks:
- Log check number and amount (if you have more checks, attach a list)
- Total Checks
  
- Grand Total = Total Cash + Total Checks
  
- Signature (School Personnel)
- 2 verifiers and signatures
- Date Sent (to District Office)

## THINGS TO REMEMBER

- Only use OSD RECEIPT BOOK
- DO NOT HOLD MONEY OR VOIDED RECEIPTS ON SITE – SEND IN TO THE DISTRICT OFFICE
- **All monies**, including checks (i.e. PTA, ASB, Lifetouch, etc.), **must be receipted**.
- Make sure receipts are accompanied by supporting documentation.
- Maintain the Deposit Summary copies that have been verified and returned from the Business Office for your records.