RECEIPT BOOK DISTRIBUTION LOG

						END OF YEAR		
DATE ISSUED	воок#	BEGINNING RECEIPT#	ENDING RECEIPT#	PRINTED NAME	SIGNATURE	DATE RETURNED	BOOKKEEPER SIGNATURE	

Notes:

- * When issuing books, document the beginning receipt number; at the end of the school year, document the last receipt number used.
- * Used receipt books can be issued to a different sponsor/department. Just record the first blank receipt as the Beginning Receipt number.
- * Complete each line in its entirety dates, book numbers, printed names and signatures.
- * Do not combine school years.