Receipt Book Log

School Site:_____

Club:_____

Fiscal Year:_____

Name of Person Completing Form _____

Date Completing this Form _____

Receipt Book Number	Receipt Number Sequence	Issued To	Date Issued	Date Returned	Receipts Used

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 through this use of this control sheet. When the event is over, the unused portions of all receipt books issued are to be returned and this control log completed.

Report prepared by:_____

Signature, Title and Date

Club Advisor:_____

Signature, Title and Date

Principal or Designee_____

Signature, Title and Date

Presented to ASB on:_____

Signature, Title and Date