

PRENUMBERED RECEIPT – EXAMPLES

PTO Example

RECEIPT	Date <u>09-30-16</u>	NO. 0001
Received from	<u>Susie Mullen</u>	
Amount:	<u>Three thousand nine hundred eighty dollars - \$ 3980⁰⁰</u>	
Purpose:	<u>Fall Festival - Arm Bands - Admission</u>	
Cash Amount:	<u>3730.00</u>	
Check Amount:	<u>250.00</u>	
Received By:	<u>Molly Blue, Treasurer</u>	

Give copy to person turning over funds to be attached to collection sheet. Keep a copy in original receipt book. Receipt book should contain all receipts. If make an error in preparing receipt, write void on it and reason why, and leave all copies of voided receipt in book.

Example for Booster Club

RECEIPT	Date <u>10-3-16</u>	NO. 0001
Received from	<u>Jim Brown, President</u>	
Amount:	<u>Two hundred forty dollars - \$ 240⁰⁰</u>	
Purpose:	<u>Team Hoodies - \$80⁰⁰; Team T-shirts - \$140⁰⁰</u> <u>Shoes - \$20⁰⁰ (Player Gear)</u>	
Cash Amount:	<u>200.00</u>	
Check Amount:	<u>40.00</u>	
Received By:	<u>Samuel Given, Treasurer</u>	

Collection Log
would show
Date each
player paid +
amount +
item