

# FOR VIEWING PURPOSES ONLY

PINELLAS COUNTY SCHOOLS

## SIGNATURE SHEETS

Account Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Account Name \_\_\_\_\_

Activity or Purpose of Collection \_\_\_\_\_

**ALL INFORMATION MUST BE IN INDIVIDUAL'S HANDWRITING (Refer to instructions on reverse side)**

No.	Date	Signature	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Total for Deposit \_\_\_\_\_

Received by \_\_\_\_\_  
Instructor

OR # \_\_\_\_\_

Date \_\_\_\_\_

**Do Not Use Reverse Side. If More Space Is Needed, Use Additional Pre-Numbered Sheets.**

PINELLAS COUNTY SCHOOLS  
INSTRUCTIONS  
**SIGNATURE SHEETS**

Signature sheets are used in lieu of receipt books and are particularly useful when collecting money from a group, such as a class field trip.

1. Record all pre-numbered signature sheets on the inventory when they are received.
2. Sheets must be issued in consecutive order (See signature sheet inventory form and instructions).
3. The top portion of the sheet must be fully filled in when issued.
4. Students from second grade and up are required to personally sign, date and fill in amounts paid on the signature sheet unless a child is handicapped. Teacher should make a note on Signature Sheet when entering data on behalf of a student.
5. In those cases where the teacher/sponsor fills in names of students in grades K-1 or for those students who are not able to sign for themselves because of a disability, a notation should be made on the top of the sheet indicating the grade level or circumstance.
6. Students should only fill in the pre-numbered lines on the sheet. DO NOT use the back of the sheets. Obtain additional sheets, if needed, from the bookkeeper.
7. DO NOT OBLITERATE any information (erase or "white out").
8. If an error is made, the individual making the error should make a single line through the error, correct it and initial the entry.
9. All funds collected for the day must be balanced to the signature sheet and then submitted to the bookkeeper, no later than the next business day.
10. The bookkeeper shall verify the funds submitted, create a computer-generated cash receipt, and reference the signature sheet number on the receipt. The cash receipt number, date and amount shall then be noted on the signature sheet. This is best accomplished by drawing a red line directly under the last line of entry on the signature sheet and recording this information. If the sheet is not going to be re-issued, fill this information in the area provided at the bottom of the sheet.