PINELLAS COUNTY SCHOOLS RECEIPT BOOK INVENTORY LOG

Instructions

TYPE OF RECEIPT BOOK ___

(small or large)

- 1. Receipt books must be numbered (e.g. 1, 2, 3 etc., upper left corner of cover) when received by the school.
- 2. The beginning and ending receipt numbers must be written on the front of the book (upper right hand corner) when received by the school.
- 3. Each receipt book must be recorded on the Receipt Book Inventory Log when the books are received from the Auditing & Property Records Department.
- 4. When issuing the receipt book, the account number, name and purpose must be recorded on the front of the book.
- 5. The individual checking out the receipt book must sign the Receipt Book Inventory Log.

SCHOOL NAME:

6. This form is perpetual and must be maintained by the bookkeeper and kept available for audit.

BK#	RECEIPT NUI FROM	MBERS TO	ACCT #	ACCT NAME	ACTIVITY	SPONSOR SIGNATURE	DATE ISSUED	DATE RETURNED	LAST CASH RECEIPT NUMBER USED