

PINELLAS COUNTY SCHOOLS
SIGNATURE SHEET INVENTORY

The Signature Sheet Inventory is maintained by the bookkeeper **perpetually**. It is the bookkeeper's responsibility to see that **all** information is properly recorded and kept available for audit. The **individual** checking out a signature sheet **must sign the inventory form**.

DATE ISSUED	SIGNATURE SHEET#	NAME OF ACCOUNT	ACCOUNT NUMBER	PURPOSE OF COLLECTION	TEACHER/SPONSOR (signature)	DATE RECEIVED	DATE REISSUED	DATE RETURNED

SCHOOL NAME: _____