THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Cash Receipt Log

Document ID*

1. Assign a sequential Document ID* to this log.
2. Record each transaction at the time money changes hands.
3. Give money and completed log to the person who prepares the deposit.
4. Keep this log with the deposit documentation.

Payment Record

Payer name (please print)	Payer signature	Date	Amount for personal copies	Amount for supplies	Amount for telephone	Amount for manuals	Amount for other (describe)	Total amount of money given	Initials of person receiving money
		Totals							

Approval Signatures Sign when the person who collected the money gives the money to the person who will prepare the deposit.

Signature of person who collected the cash, verifying totals	Date	Signature of person preparing deposit, verifying totals	Date

* Recommended document ID format: Three digit organization abbreviation, two digit form (CL for Cash Receipt Log), two digit year, and three digit sequential number starting at 001 (for example, TAYCL13001).
When recording this receipt in the deposit software, include the document ID in the comments field.

© 2013 by Intellectual Reserve, Inc. All rights reserved. Printed in the USA. 6/13. PD10048707