

PINELLAS COUNTY SCHOOLS
RECEIPT BOOK INVENTORY LOG

Instructions

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

TYPE OF RECEIPT BOOK _____
(small or large)

SCHOOL NAME: _____

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