**Receipt Book Instructions**

- A receipt should ALWAYS be written when money is collected.
  - One receipt must be completed for each individual.
- All money collected must be deposited.
  - The total amount of receipts should equal the total funds being deposited.
- The receipt is a three (3) part form distributed as follows:
  - White copy (Customer) is given to the individual who paid the funds.
  - Yellow copy (Business Office) is submitted to the Business Office when depositing the funds.
  - Blue copy (Organization) is kept in the receipt book.
- If a receipt needs to be voided:
  - Write the word ‘VOID’ across the receipt so it transfers through all three copies. Keep the three copies together in the receipt book.

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<table>
<thead>
<tr>
<th>Income Code (# From Chart of Accounts)</th>
<th>For (Description of Income)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>519</td>
<td>Banquet ticket</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>518</td>
<td>Sweatshirt</td>
<td>$ 15.50</td>
</tr>
</tbody>
</table>

Written Total Amount

**Twenty five and 50/100 dollars**

Total Amount $ 25.50

Received By: (Signature of Organization Representative) Date (you received $ on) 10 / 6 / 12

Your signature

Customer-White Copy Business Office-Yellow Organization-Blue Copy

The receipt book with attached blue copies of used receipts and remaining unused receipts MUST be returned to the Business Office at the end of the academic year.