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.**

### RECEIPT

The University of Connecticut

No. 000001

Department of Student Activities
Business Office – Student Organizations Fund

**Cash** □ **Check No.**

**Organization Name:**
**Name of your organization**

**Received From:**
**Individual that paid you**

<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)

**Your signature**

**Date (you received $$ on)**

10 / 6 / 12

**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.