Teachers: Please use a **different envelope** for money collected (ie: **each** field trip, activity money, etc.) and retain the receipts in this envelope. List each name, write either cash or ck, amount turned in. After you have finished collecting for the day, draw a line and put the total amount collected for the day, and list it on the front of the envelope, then turn into the office. I will verify the amount and give you a receipt. Envelopes must be turned in to the office at the end of the year. **Receipts must be kept by you for a period of three years.**

Teacher's Name _____ Grade _____

Collected for: _____

If field trip: Date of trip_____ Amt. per person_____

***Account Number* _____**

DATE	NAME	CASH/ CK	AMOUNT/ TOTAL	VERIFIED BY	RECEIPT #