



## General Directions and Information

The "Report of Monies Collected" Form (SO-Fin-028) shall show the following:

1. Name of Teacher/Sponsor
2. Purpose of collection
3. Names of person from whom the money was received (source)
4. Amount collected from each person listed in number three above.
5. Total collected for the day
6. Amount receipted
7. Signature of the Teacher/Sponsor and bookkeeper or principal.

The original of this form shall be filed in chronological sequence.

If a teacher or sponsor collects funds for different purposes then a separate "Report of Monies Collected" shall be prepared. (For example: A teacher collects money from students for a field trip and school pictures. Separate Monies collected forms shall be prepared. This form may be used in lieu of the Student Receipt by teachers and sponsors for the individual collections, not exceeding \$5.00.

The bookkeeper will issue one official receipt per total per form.

**FUNDS MUST BE TURNED IN DAILY.**