Money Collection Form

Activity _____ **Date** _____

Teacher _____ **Total Collected** $ _____

List the names of all students from whom you collected money and the amount collected. Be sure to include whether the money was cash or check and the check number, if applicable. A separate form must be used for each activity. The total below must match the amount submitted to the office. All cash collected must be submitted to the office **DAILY**.

Name	**Amount Collected**	**Cash**	**Check**
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
	$	$	#
Total	$	$	$

FOR OFFICE USE ONLY

Rec'd By _____ Date _____

$ 0.01	=	$ 0.50	=	$ 20.00	=
$ 0.05	=	$ 1.00	=	$ 50.00	=
$ 0.10	=	$ 5.00	=	$ 100.00	=
$ 0.25	=	$ 10.00	=	**Total**	**=**