

### SUMMARY COLLECTION FORM

Date: \_\_\_\_\_

Number: \_\_\_\_\_

\_\_\_\_\_ School

\_\_\_\_\_ Address

Deposit To: \_\_\_\_\_ (Fund) Time Frame of Fundraiser: \_\_\_\_\_

Reason for Receipts: \_\_\_\_\_ (Fundraiser, Field Trip . . . )

Sponsor: \_\_\_\_\_ (Please Print Name) Title: \_\_\_\_\_

**RECEIPT DETAIL:**

CASH: \_\_\_\_\_

CHECKS AND MONEY ORDERS: \_\_\_\_\_ (See Detail Below)

**TOTAL:** \_\_\_\_\_

*NOTE: All receipts for deposit must be accurately counted before turning in to the Treasurer. Any summary found to have a discrepancy will be returned. Please face bills and roll change when possible. The Extra-Curricular Treasurer is to provide an Official Receipt, Form SA-3, at the time the Collection Summary is turned in.*

I CERTIFY I HAVE ACCURATELY ACCOUNTED FOR ALL FUNDS AND REPORTED THE SAME HEREIN

\_\_\_\_\_  
(Signature of Fund Representative, Name is Printed Above)

Detail Checks / Money Orders  
(Attach Additional Information As Needed)

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Subtotal	\$	Subtotal	\$	Subtotal	\$	Subtotal	\$

Amount From Additional Sheets \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_