Benson Public Schools
Receipt Reporting

Date	Received From	Cash	Check	Payment For
	Total of Each Column			Grand Total ________________

Staff Signature ________________ Date

Business Office Signature ________________

Submit this form to the Business Office with all funds received.
All funds need to be submitted at the end of each week at a minimum. More often if large amounts.
Funds need to be kept in a secure location before being submitted each week.