

DENVER CITY ISD CASH RECEIPTS TRANSMITTAL FORM

Use this form when students are submitting funds for a single reason (example, picture money or field trip).

Submit this form and the funds to the principal's secretary.

The secretary will issue a receipt for the total amount of funds submitted with this form.

DATE _____
GRADE/CLASS/ORG _____

TEACHER _____
PURPOSE OF FUNDS _____

	STUDENT NAME	AMOUNT	MARK CASH OR CHECK	
			CASH	CHECK; WRITE CHECK #
1	_____	\$ _____		
2	_____	\$ _____		
3	_____	\$ _____		
4	_____	\$ _____		
5	_____	\$ _____		
6	_____	\$ _____		
7	_____	\$ _____		
8	_____	\$ _____		
9	_____	\$ _____		
10	_____	\$ _____		
11	_____	\$ _____		
12	_____	\$ _____		
13	_____	\$ _____		
14	_____	\$ _____		
15	_____	\$ _____		
16	_____	\$ _____		
17	_____	\$ _____		
18	_____	\$ _____		
19	_____	\$ _____		
20	_____	\$ _____		
21	_____	\$ _____		
22	_____	\$ _____		
23	_____	\$ _____		
24	_____	\$ _____		
25	_____	\$ _____		
	TOTAL	\$ _____		

TEACHER SIGNATURE

**IMPORTANT: SUBMIT FUNDS ON A DAILY BASIS;
DO NOT KEEP CASH IN CLASSROOM OR TAKE HOME.**

RECEIPT NUMBER (FROM PRINCIPAL'S OFFICE)

ACCOUNT CODE