

Receipt Book Instructions

- **A receipt should ALWAYS be written when money is collected.**
 - One receipt must be completed for each individual.
- **All money collected must be deposited.**
 - The total amount of receipts should equal the total funds being deposited.
- **The receipt is a three (3) part form distributed as follows:**
 - White copy (Customer) is given to the individual who paid the funds.
 - Yellow copy (Business Office) is submitted to the Business Office when depositing the funds.
 - Blue copy (Organization) is kept in the receipt book.
- **If a receipt needs to be voided:**
 - Write the word 'VOID' across the receipt so it transfers through all three copies. **Keep the three copies together in the receipt book.**

RECEIPT		The University of Connecticut Department of Student Activities Business Office – Student Organizations Fund	No. 000001
<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check No. _____			
Organization Name: Name of your organization			
Received From: Individual that paid you			
Income Code (# From Chart of Accounts)	For (Description of Income)		Amount
519	Banquet ticket	\$	10.00
518	Sweatshirt	\$	15.50
Written Total Amount Twenty five and 50/100 dollars		Total Amount \$	25.50
Received By: (Signature of Organization Representative) Your signature		Date (you received \$\$ on) 10 / 6 / 12	
Customer-White Copy		Business Office-Yellow	
Organization-Blue Copy			

The receipt book with attached blue copies of used receipts and remaining unused receipts MUST be returned to the Business Office at the end of the academic year.