

# Luzerne County Community College Student Activities Cash Receipts Report

This form must be completed by any Student Activity submitting Funds to the Business Office. Please prepare in duplicate. The Business Office recipient will give you a copy once the money is deposited.

Originator \_\_\_\_\_

Date Being Submitted \_\_\_\_\_

Activity or Club \_\_\_\_\_

Activity or Club Advisor \_\_\_\_\_

Student Activities Office \_\_\_\_\_

Briefly explain the reason for the receipt of money:

<u>ITEM</u>	<u>AMOUNT</u>	<u>ITEM</u>	<u>AMOUNT</u>
Pennies	\$ _____	Fives	\$ _____
Nickels	_____	Tens	_____
Dimes	_____	Twenties	_____
Quarters	_____	Fifty's	_____
Half's	_____	Checks	_____
Ones	_____	Other	_____

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

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

**TOTAL \$ \_\_\_\_\_**

GI Account # (15 digits) \_\_\_\_\_

Person Receiving Funds \_\_\_\_\_

Issued Document Evidencing Receipt of Funds? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Receipt of Funds \_\_\_\_\_