

**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.