

**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.**

<b>RECEIPT</b>		The University of Connecticut Department of Student Activities Business Office – Student Organizations Fund	<b>No. 000001</b>
<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check No. _____			
Organization Name: <b>Name of your organization</b>			
Received From: <b>Individual that paid you</b>			
<b>Income Code</b> <small>(# From Chart of Accounts)</small>	<b>For (Description of Income)</b>		<b>Amount</b>
<b>504</b>	<b>Banquet ticket</b>	\$	<b>10.00</b>
<b>508</b>	<b>Sweatshirt</b>	\$	<b>15.50</b>
<b>Written Total Amount</b> <b>Twenty five and 50/100 dollars</b>		<b>Total</b>	<b>Amount \$ 25.50</b>
<b>Received By: (Signature of Organization Representative)</b> <b>Your signature</b>		<b>Date (you received \$\$ on)</b> <b>10 / 6 / 07</b>	
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.**