

# Cash Receipt Log

The Cash Receipt Log can be used in place of a sales receipt book to keep track of sales transactions per event such as bake sales, membership dues, etc. Collection of cash and checks may be recorded on the same log. As cash and checks are collected, the cash handler records the date the cash or check is received, the purpose for the collection, and the amount of each collection. Two separate individuals should count and verify the cash and checks received. The Cash Receipt Log does not need to be submitted to Financial Services. Clubs and organizations should maintain the Cash Receipt Log as part of their internal financial records.

## How to

### A completed cash receipt log includes:

1. Write in the club/organization name, the account number that you are depositing into, your name (as the depositor), and the date of the deposit. Student clubs can only deposit into their Agency account. If you do not know the account number, Financial Services can assist you.
2. For each collection of cash or check, no matter how small the amount, indicate the date the cash or check was received, the purpose for the collection, whether the collection was cash or check, and the amount of each collection.
3. Indicate whether you are an authorized signer and include the cash advance or travel advance number if you are returning funds and receipts for a cash advance or travel advance. If you are not returning funds for a cash advance or travel advance, select the "NO" bubble.
4. Add up the total of all collections. This amount should be the same as the corresponding deposit form's Total Deposit.
5. Two separate individuals should count and verify the cash and checks received.

