

## Monies in School Buildings

### Cash Receipts

Receipts are issued to each person who turns in funds. These funds include: rental of school property, telephone commissions, refunds for personal calls, library fines, lost books, instrumental rentals, adult education fees, damages to school property, sale of shop material.

The receipts are to be issued in duplicate, one copy retained by the bookkeeper and one copy to the person from whom the money was received. An explanation should be made on the receipt as to the purpose for which these funds were received.

Rules Approved: 12/75

Reviewed: 9/1/88