

JAMES LEWIS ELEMENTARY
Receipt & Expense Form

Date _____

Project/Event/Committee: _____

Items Purchased: _____

Responsible Party Signature: _____

Chairperson's Signature: _____

President's Signature: _____

Child's name/Teacher: _____

RECEIPTS:

Coin: \$ _____

Currency: \$ _____

Checks: \$ _____

Total turned into Treasurer: \$ _____

EXPENSES:

Receipts attached: YES _____ NO _____

Treasurer is to pay: (payee) _____

(amount) _____

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For Treasurer's Use Only

Expenses Paid: Date: _____ Check # _____ Amount _____

Deposit Made: Date: _____ Deposit # _____ Amount _____