

**MABANK ISD
ACTIVITY ACCOUNT
Daily Collections Report**

INSTRUCTIONS: This form is to be used when it is not appropriate to issue a receipt to each payee, such sales for less than \$5. Examples: Candy, flowers, or other similar sales.

Payments from students for fees, field trips, etc. less than \$5.00 per payment.

CAMPUS: _____ **CLUB/ORGANIZATION:** _____

FUND RAISER/PURPOSE: _____

DATE RECEIVED	STUDENT NAME	AMOUNT COLLECTED	CASH	CHECK	COMMENTS

Multiple individual sales, such as candy, ice cream, etc. Report total sales per day.

CAMPUS: _____ **CLUB/ORGANIZATION:** _____

FUND RAISER/PURPOSE: _____

DATE RECEIVED	Items Sold	AMOUNT COLLECTED	CASH	CHECK	COMMENTS

SPONSOR SIGNATURE: _____

DATE SUBMITTED TO PRINCIPAL'S SECRETARY: _____