

Needham Public Schools Receipts Log

School/Department	Period Beginning	Period Ending	Page #	Of	Pages

#	Date Rec'd	Empl'ee Initials	Received From	Payer Name	Description	Payment Type	Rec'd by Mail?	Receipt #/ Check #	Cash Bag Control #	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

Maintained By: _____ Reviewed By: _____ Date: _____

*NPS Form - Receipts Log Form A 8/26/05
Attach copy of this form to Deposit Transmittal Sheet. . Retain original form in School/Department records.*