

T y l e r I S D

Cash Issued to Employee or Student Form

Please complete in ink. Do not change amounts, once signed.

Person receiving money must sign.

Purpose of cash issued:

Note: Before a refund can be made, there must be a receipt that indicates prior payment. District receipt copies should be marked as refunded.

Recap of Totals - total check issued:	\$	
Less total distributed below:		
Positive diff due to District/(Negative) diff due to Employee	\$	

Indicate
E for
Employee
S for
Student
E or S?

The following persons received cash:

	Printed Name:	Date Rec'd:	Signature:	Amount:	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Total:			

I issued cash to the above signed for the amounts and purpose indicated.

If the above is for meals:

Breakfast	\$
Lunch	
Dinner	
	\$

Sponsor Signature

Date

This completed form will be returned to Financial Services as documentation for the check that was issued.

This receipt is documentation for Check# _____ issued to _____ on _____