

**LA GRANGE ISD  
CASH RECEIPTS TRANSMITTAL FORM**

Use this form to receipt funds collected for a single reason (Example...field trips, meal fundraisers, yearbook sales, etc...).

Submit a copy of this form along with your deposit and recap.

**DATE:** \_\_\_\_\_  
**CLASS/CLUB:** \_\_\_\_\_

**TEACHER/SPONSOR:** \_\_\_\_\_  
**PURPOSE OF FUNDS:** \_\_\_\_\_

INITIALS		STUDENT NAME	AMOUNT	MARK CASH OR CHECK	
				CASH	CHECK - WRITE CHECK #
	1		\$		
	2		\$		
	3		\$		
	4		\$		
	5		\$		
	6		\$		
	7		\$		
	8		\$		
	9		\$		
	10		\$		
	11		\$		
	12		\$		
	13		\$		
	14		\$		
	15		\$		
	16		\$		
	17		\$		
	18		\$		
	19		\$		
	20		\$		
	21		\$		
	22		\$		
	23		\$		
	24		\$		
	25		\$		
	26		\$		
	27		\$		
	28		\$		
	29		\$		
	30		\$		
<b>TOTALS</b>			\$		

TEACHER/SPONSOR SIGNATURE \_\_\_\_\_

**IMPORTANT: SUBMIT FUNDS FOR DEPOSIT ON A REGULAR BASIS BUT NO LESS THAN OFTEN THAN ONCE A WEEK! DO NOT KEEP CASH IN CLASSROOM OR TAKE HOME.**