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	**STUDENT**	**AMOUNT**			
RECEIVED	**NAME**	**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		**AMOUNT**			
RECEIVED	**Items Sold**	**COLLECTED**	**CASH**	**CHECK**	**COMMENTS**

SPONSOR SIGNATURE: _____

DATE SUBMITTED TO PRINCIPAL'S SECRETARY: _____