

## RECEIPT EXAMPLE

	<b>5200</b>
DATE	<u>January 4, 2004</u>
RECEIVED FROM	<u>Fred Williams</u>
ADDRESS	<u>666 Fantasy Lane, The City, WA</u>
Three hundred fifty and no/100	DOLLARS <u>\$350.00</u>
FOR <u>January EES \$350.00</u>	
	<u>Fantasy Oxford House</u>
	<u>666 Fantasy Lane</u>
	<u>Eddie Johnson</u>
	<u>Comptroller</u>

  

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT	\$350.00	CASH	
AMT. PAID	\$350.00	CHECK	
BALANCE DUE	\$0.00	MONEY ORDER	\$350.00

### Comptrollers

1. Complete receipts as shown
2. Endorse money order with house bank stamp
3. Enter information on Accounts Receivable Journal
4. Turn funds over to Treasurer for deposit

In order to complete an accurate audit, you must make out a receipt for ALL transactions, including fines, donations, deposits, and sales.