

Instructions for Completing Receipts for Student Club Fund Activities

Fields Required to be Completed	
Field	Instructions
Number 1, Received Of:	Enter Individual Complete Name (First & Last) that you received the monies. Note: Make sure it's legible.
Number 2, Date	Enter the actual date you received the monies
Number 3, Dollar Amount	Enter the amount in dollar in words (i.e. Ten)
Number 4, Dollar Amount (Numeric)	Enter the amount in dollar in words (i.e. \$10.00)
Number 5	Enter the fundraiser title – i.e. Membership Dues or Fall Plant Sale
Number 6 a-c	6a. Enter the sale or dues amount 6b. Enter the amount received 6c. Enter the amount given back to the customer
Number 7a-e	7a-e: Place a check beside the type of payment received
Number 8	Individual receiving the funds must sign their signature

Receipt

TIDEWATER COMMUNITY COLLEGE

No. XXXXXX

RECEIVED OF _____

DATE _____

1

2

3

4

DOLLARS \$ _____

5

6 a-c

7 a-e

DETAIL	ACCOUNT		NOTE	HOW PAID	
6a. Amount Due	\$0	00		7a. Cash	
6b. Amount Paid	\$0	00		7b. Check	
				7c. Credit Card	
6c. Balance Due	\$0	00		7d. Draft	
				7e. Money Order	

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