Student Meal Money Receipt Log

Form Instructions:
This form shall be completed by the sponsor/coach issuing funds to the students for meal money and returned to the Business Office within three days upon completion of the purchase or returning from travel. Please note that any unaccounted for funds shall become the responsibility of the sponsor. Any funds that have not been used must be turned in to the Business Office on the first business day following the purchase or returning from travel.

Activity Attending:_____ Date:_____

Print Student Name	Student Signature	Number of Meals	Amount

Grand Total Meal Money Issued $_____
Add Money Returned $_____
Total Accounted For $_____
Amount Given to Sponsor $_____
Difference (Amount Given – Total accounted for) $_____

_____ _____ _____ _____
Sponsor/Coach Signature Date Business Office Signature Date

By your signature, you acknowledge receipt of cash in the amount of $_____ for meal money to feed students. You also acknowledge that any unaccounted for funds will become your personal responsibility.

7/18/2019