

Gwinnett Technical College
Report of Monies Collected

Date	Dept (Budget Code)	Program/Project	Account Number	Source of Collection
Purchaser's Name		Receipt Number	Check Number	Amount
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)				
Total for Deposit			\$	-

Currency \$ _____
Checks \$ _____
Coins \$ _____
Credit Cards \$ _____

I hereby certify that the above funds were received by me for deposit.

Signature of Instructor or Sponsor (required) _____

Signature of Business Office Staff _____

Receipt # _____

Instructions:

1. Receipts are required for all cash and check collections over \$10.00.
2. When receipts are issued, yellow copies must be attached to this report.
3. When receipts are not issued for collections by cash, each purchaser's name and the amount collected must be listed on this report.
4. When receipts are not issued for collections by personal check, the purchaser's name, check number, and amount collected must be listed on this report.