

NORTHSIDE INDEPENDENT SCHOOL DISTRICT Student Activity Funds (SAF) Transmittal List of Monies

CIRCLE ONE: COLLECTED OR REFUNDED

STUDENT ACTIVITY FUNDS (SAF) TRANSMITTAL LIST OF MONIES INSTRUCTIONS	
1. This form, Transmittal List of Monies, may be used instead of an official alternate cash receipts form for small, multiple collections or refunds for: Library fines Class pictures Bus fare Symphony, Opera, and movie admission tickets Revenue from fund raising activities such as candy sales, etc. Yearbooks	2. This form shall list the name or signature of the student from whom the monies were received/refunded and the amounts of monies that each submitted or was refunded. 3. In elementary schools, teachers may enter the names and amount from whom the monies were received. In secondary schools, the students must sign the transmittal list to acknowledge their payment or refund. 4. Collections shall be submitted to the campus bookkeeper each day both copies of the transmittal list.

Name of Sponsor Ms Librarian Date 10-15 to 10/16
 Name of Account Library Fines Account Number 2198.08
 Activity involving Receipt of Money damaged + late book fees

NAME / SIGNATURE OF STUDENT	HOW PAID?		AMOUNT	NAME / SIGNATURE OF STUDENT	HOW PAID?		AMOUNT
	cash	(✓ one) check			cash	(✓ one) check	
1. <i>Johnny Martin</i> ✓			.50	26.			
2. <i>Sarah Stanley</i> ✓			1.00	27.			
3. <i>Arson Arstar</i> ✓			.60	28.			
4. <i>Lindsey Moore</i>			.35	29.			
5. <i>Nikki Smith</i> ✓			.45	30.			
6.				31.			
7.				32.			
				33.			
9.				34.			
10.				35.			
11.				36.			
12.				37.			
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17.				42.			
18.				43.			
19.				44.			
20.				45.			
21.				46.			
22.				47.			
23.				48.			
24.				49.			
25.				50.			

TOTAL COLLECTED/REFUNDED \$ 2.90

(For Campus Bookkeeper Use Only)
DEPOSIT DATE: _____ RECEIPT/CHECK NUMBER: _____