Barbers Hill ISD
Daily Collections Report

Teacher: ______________________ Account # (if applicable): _________________________________ Org/Club Name (if applicable): _________________

*Attention Teachers/Sponsors: Please record all cash and check receipts on this form. Money and form must be prepared prior to delivery to campus secretary. Please take deposits to secretary daily. Secretary shall count funds with teacher or sponsor present. Once funds are counted and agreed upon, both the teacher and secretary will initial next to each line that was deposited for that day. Teachers or sponsors initial under the “T” while secretaries initial under the “S.” Teacher shall continue using this form until full.

Date	Name	Amount		What are the funds for?	Initials			Date	Name	Amount		What are the funds for?	Initials	
		Cash	Check		T	S				Cash	Check		T	S