APPENDIX "E"

Standard Forms

Report of Tickets Sold

Check Request/Transfer Form

NSF Check Log

Receipt Book Log

Credit Card Expense Summary

School's Purchase of Capital Assets

Petty Cash / Cash Advance Summary

Purchase Order Form

Principal's New Fund Request Form

Teacher Collections Report

HALL COUNTY SCHOOL DISTRICT Report of Tickets Sold

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			Date	this report receive	ed		<u>.</u>
	Ticket Seller		Ente	red on Receipt Nu	ımber _		******

HALL COUNTY SCHOOL DISTRICT CHECK REQUEST / TRANSFER FORM FOR LOCAL SCHOOL ACCOUNT

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Suroal							Dale	
Make Ch	eck Payable to :	Name	, .					
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Return to Sponso		City, State, Zip)					
Quantity	Description					Amount	Function	Object
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				Estimated Amount of Purchases	\$		_	
Purpose of Purch	lase:							
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Requested by:				week to the same of the same o				
	Print Name					ature		
Athletic Director:	Sign only if an athletic			Principal's Approva	l:	 		
Oh anna da :	ыдн опу н ап атлеч	. ехранов.						
Charge to:	Account Name	Acc	count Number					
office use or		· ·						
 				^		\$		
<u> </u>		Deta Danta	Chaole Number	\$ Amount		_	Available Balance	
Date Paid		ate Posted	Check Number	Amount				

HALL COUNTY SCHOOL DISTRICT NSF CHECK LOG

School Year

School

					 	 	 	· · · · · · · · · · · · · · · · · · ·	 	 	
Redeposit Cleared (Yes./ No), How was check made good										-	geofpages
Redeposit Cleared (Yes / No)	:	_									 Page
Redeposit Date					 						
. I											
Name of Makers Bank											
Makers Check Number										<u> </u>	
Dale of Onginal Chock Makers Name											
Date of Original	Deposit										
Dale	33 T										

HALL COUNTY SCHOOL DISTRICT Receipt Book Log

School Year

Teacher's Initial's @ Check In Beginning Receipt Number @ Ending Receipt Number @ Check Out (1st No. Available) Teacher's Initial's @ Check Out Check in (Last No. Used) Teacher's Name Date Book Checked F Out Receipt Book

HALL COUNTY . JOL DISTRICT Credit Card Expense Summary

School				FOR ACCOUNTING PURPOSES ONLY	INTING PURPC	SES ONLY	
	Vandork Nama	Description of Goods or Services Received	Amount of Charge	Pund	Function	Object	On Monthly Statement
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		\$	\$				
		67	€9		·		
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			\$				
			\$				
Attach all iten	Attach all itemized credit card receipts to this Summary Form.	TOTAL CHARGES	↔				

HALL COUNTY : JOL DISTRICT School's Purchase of Capital Assets

Cost	1600														
Chock Mimber	Cilecy Iduiling														
Durch Cross	Fund Purchased Floiii														
	SerialNumber														
School Vear	Description of Equipment (Including Model Numbers)														
	Location of Equipment	<u> </u>													
School	Date Acquired														

HALL COUNTY Petty Cash / Cash Advance Summary

	Digits Wendor's Name			Function
Attach all itemized receints to this Summary Form.	TOTAL CASH PAID OUT \$	(V)		
	CASH ADVANCED \$ Cash due to remitter (if negative) Cash returend (if positive) \$	(B) + (B) - (A)	ŧ	

HALL COUNTY SCHOOL DISTRICT

Purchase Order

Purchase Order Number

Sanual							Date	
	a ale Dassable de 1	Nama						
	eck Payable to :							
Return to Sponsor		City, State, Zip						
Quantity	Description					Amount	Function	Object
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			E	stimated Amount of Purchases	\$ Ψ	-	=	
Purpose of Purch	nase:							
Tulpose of Falor								
								
Requested by:								
reducated by.	Print Name				Sig	nature		
Athletic Director:	ı			Principal's Approva	l:			
Villietic Piteriol.	Sign only if an athleti	c expense.						
Charge to:			_					
	Account Name	Acc	ount Number					
ffice use or	nly							
 				Φ.		Ş		
;				\$		_	·	3
Date Paid		Date Posted	Check Number	Amount		. <u> </u>	Available Balanc	

HALL COUNTY SCHOOL DISTRICT PRINCIPAL'S NEW FUND REQUEST FORM

hool Name:		
Sponsor's Name:		
Name of Fund: Money will be raised by:		
Money will be used for:		
Principal's Signature:		
Purpose of Fund:		
	·	
	Form must be complete before forwarding to the Central Office	
	For Central Office Use Only	
Approved Fund Name:		
Reason for Denial:		· -
.evenue Codes:		
Function Codes:		
Object Codes:		

HALL COUNTY SCHOOL DISTRICT

Teacher's Collections Report FOR LOCAL SCHOOL FUNDS

	Cash		1	Classifications
	Coins			Fundraisers
SCHOOL	Ones		<u></u>	Concession Sales
SCHOOL	Fives			Club Dues & Fees
	Tens			Donations
	Twenties			Sales
SPONSOR'S SIGNATURE	Fifties			Commissions
	Hundreds			Summer School Tuition
	Hullureus			Earnings on Investments
DATE	Total Cash			Community Service Activities
	TOTAL CHECKS			Student Supply Fees
	TOTAL COLLECTION)N		Other Dues & Fees
	TOTAL GOLLLOTT			Other Local Revenues
Name	Check # / Cash	Amount	Fund	Classification
Name	Chock in Facilities			
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_	Name	Check # / Cash	Amount	Fund	Classification
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