

# DISTRICT SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

## TEACHER/DEPARTMENT RECEIPT INVENTORY REPORT

**SCHOOL:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

[illegible]

**INSTRUCTIONS:**

1. At the beginning of the year, record all teacher/department receipt books, adult/vocational student receipts, etc. received from the Warehouse or what you have on hand.
2. All copies of void receipts must remain in the receipt book.
3. All receipt books must be returned to the bookkeeper by the end of the school year.