

OPERATING REPORT CHECK LIST

The following items must be turned in with your Operating Report:

NAME _____ ACTIVITY # _____

- COPY of signed invoice from vendor (make a copy before you give to treasurer)
- YELLOW COPY of Check Requisition (the bill should already have been paid)
- COMPLETED Distribution Sheets
- YELLOW COPIES of Recap of Collections (all of them)
- Financial Obligation Cards for any student owing money (must have their name, grade, ID# and amount owed)
- Certificate of Loss (must include the name, ID # and amount owed for every student owing money)
- Complimentary Receipt Form (only when giving items away such as shirts, tickets, etc.)
- Treasurer's signature indicating return of all Receipt Books.

Treasurer's Signature