

Cash Receipt Log

Any Cash that is received should be receipted to the person giving the cash on a duplicate, pre-numbered receipt and that receipt book should be kept as backup for this log. All monies received should be deposited in the SFSP account and bank receipt also kept to be validated along with this log.

Date	Source of Cash Received	Cash Receipt Number (Must have receipts from vendor or payee to match this log)	Purpose of this receipt

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Employee’s Signature_____ Date _____