

## Food Service Money Transfer Log

School Name: \_\_\_\_\_

<b>Date</b>	<b>Amount Turned In</b>	<b>Person Turning in Money</b>	<b>Signature of Person Turning in Money</b>	<b>Amount Received</b>	<b>Person Picking up the Money</b>	<b>Signature of Person Picking up the Money</b>

- \*Money and a signed deposit summary should be turned in EVERY DAY
- \* A signed deposit summary is required DAILY even if no money is received.
- \*" NONE" should be written in the Amount Receive if no money is collected for that day.