

This is a sample form. Please do not use. A form will be provided to you after the board approves the fees.

MIAMI TRACE LOCAL SCHOOL DISTRICT
FEE COLLECTION FORM
(All fees are required to be board approved.)

Pay to participate, uniform and equipment fees also require a spreadsheet/list attached detailing student names, amounts due, amounts paid and dates paid.

Date: _____

Form Number: _____

Building: _____

EVENT: _____

DATE OF EVENT: _____

PARTICIPANT FEE: _____

TOTAL NUMBER OF PARTICIPANTS: _____

TOTAL FEES DUE: \$ _____

TOTAL AMOUNT COLLECTED: \$ _____

Explanation of difference in amount due vs. amount collected: _____

Deposits: (If additional space is needed, please use the back or attach separate documentation.)

Date: _____ Amount: _____ Cashier Receipt No. _____

Date: _____ Amount: _____ Cashier Receipt No. _____

Date: _____ Amount: _____ Cashier Receipt No. _____

Date: _____ Amount: _____ Cashier Receipt No. _____

Date: _____ Amount: _____ Cashier Receipt No. _____

Date: _____ Amount: _____ Cashier Receipt No. _____

Activity Sponsor Date Cashier Date Principal Date