

# AREA L.E.G.S. - LAKE ERIE GENERAL SERVICES®

## RECEIPTS REPORT FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_

Date of Purchase	Items Purchased	Receipt Number	Amount of Purchase	Balance Forward

- Receipts must be numbered #1, #2, #3, etc. {Please write number on receipt and this form}
- Please give brief description of items purchased: ie, one {1} color ink cartridge, two {2} notebooks, fifty copies, etc (50) copies, etc.
- Attach Receipts to form

SUBMITTED BY: \_\_\_\_\_

DATE FORM AND RECEIPTS TURNED IN: \_\_\_\_\_