

MULTIPLE RECEIPT LIST (MRL)

Under certain circumstances the use of a Multiple Receipt List (MRL) or “group” listing may be used to receipt money. It is beneficial to use an MRL as opposed to the receipt book if all monies being collected are for the same activity and the student doesn’t require a copy of the receipt. The amounts collected do NOT have to be the same.

An MRL Sign Out Sheet should be maintained by the bookkeeper. It should include the number(s) (in sequential order) of the form(s), the teacher to whom it is assigned, the date of assignment, and the teacher’s signature. The date the form(s) is brought back should be entered on the sign out sheet upon its return. If the form was unused, note such and re-issue to another teacher.

MRLs are pre-numbered forms in triplicate. One copy (white) is to be retained with the master receipt for the daily deposit; the second copy (yellow) is to be returned to the teacher, and the third copy (pink) is to be filed with the “Multiple Receipt List Assignments” (**Form #3**).

The MRL (**Exhibit B**) should include the student’s name, the date the money passed from the student to the teacher; the amount received using the column headers for cash and check, and the check number (if applicable).

The Master Receipt number must be written on the MRL comprising the total remittance. The original copy of the Master Receipt is to be filed with the MRL.

No monies, cash or checks, shall remain in the teacher’s room/possession overnight, regardless of the amount. If a teacher is unable to receipt funds, he or she is to place the cash and/or checks as well as the MRL in an envelope with his/her name and the date on the front, seal it securely and give it to the bookkeeper for safe-keeping overnight in the vault. (teachers must deliver the envelope to the office personally.) The next morning, the teacher is to retrieve the same envelope to continue receipting/ collecting funds. The teacher is responsible for all funds collected until turned in to the office.

MRL’s are never to be destroyed or changed. If a mistake is made, write **VOID** on all copies, staple original to the duplicates and initial. Funds are only to be listed when money is received. Under no circumstances are receipts to be issued in advance.

In the event one parent requests a receipt, an MRL may still be used for the remainder of the class. An individual receipt from the bookkeeper should be completed in the normal manner for this student and the other students should be listed on the MRL.

Teachers MUST not cash personal checks out of the funds they have receipted. All monies are to be remitted to the bookkeeper in the same form (i.e., cash versus checks) as originally collected.