

CROSBY INDEPENDENT SCHOOL DISTRICT

CASH INCIDENT REPORT

Note: All cash incidents must be reported to principal within 2 days of incident

Campus	
Club/Organization Name	
Activity/Sale Involving Cash Incident	
Description of Cash Incident	
Date of Cash Incident	
Has it been reported to the local authorities?	
Corrective Action Taken by CISD, if any:	
Receipt Number (if applicable):	

Employee/Sponsor

Date

Bookkeeper

Date

Principal/Director

Date

Chief Financial Officer

Date