



# Milton Academy Cash Receipt Form

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment Description: \_\_\_\_\_

*Donations/Gifts must be given to Development Office*

Total Cash:       \$ \_\_\_\_\_ \*

Total Check(s): \$ \_\_\_\_\_ \*\*

Grand Total:       \$ \_\_\_\_\_

Account #   \_\_ \_\_ -- \_\_ \_ -- \_\_ \_

Dept. Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

\*ALL payments that include cash must be hand delivered to the business office.

\*\*Payments that only include checks may be delivered through interoffice mail.