

ISSUANCE OF OFFICIAL RECIEPT

The SFA shall have responsibility for the issuance of the Official Receipt. The SFA should:

1. Complete the verification process
2. Enter the transaction in SBAA and generate the official receipt
3. Provide a copy of the Official Receipt to the teacher/sponsor who initially collected the funds.

These steps should be witnessed by the individual submitting the funds to the SFA. Funds should not be left in the SFA's office or delivered by a student. The funds should be delivered by the individual that collected them and sufficient time should be reserved for that individual to witness the verification process and wait for the issuance of the Official Receipt.