Hand Receipt Book Log

#	Date Hand Receipt Book Received From AOC	Beginning Hand Receipt #	Ending Hand Receipt #	Custodian's Initials	Date Issued to Cashier	Cashier's Name	Cashier's Initials	Date Returned to Custodian	Custodian's Initials	* Status
∗Status = Re-assigned, Lost, Completed, Destroyed per Record Retention Schedule										

Hand Receipt Custodian: _____