

# Attendance Record



DATES: \_\_\_\_\_ thru \_\_\_\_\_

\_\_\_\_\_  
*[Name of Organization, Class, Club, etc.]*

**Instructions:**  
 Mark attendance with X or C  
X=Punch Pass C=Paid with Cash

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>TOTAL</i>
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NAME							
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**Cash Note:** Any cash collected MUST be deposited within 24hrs to the GSC Cashier Office. Ongoing cash collection is prohibited without consent of the Cashier Office and proper reservation and use of a cash box.

**TOTAL**