

Closing a Cash Collection

Click **My Collections**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
See Dir Choral HS Teacher

Fundraiser Calendar

December 2014

	S	M	T	W	T	F	S
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	

- New Collection
- My Collections**
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student
- Booked Receipts
- Cancelled Receipts
- History

Click **Details** of the cash collection you want to close.

Collect	WENDY	Trip -	09/02/2014	06/12/2015	APPROVED		\$0.00	\$3,930.00
Details								

Scroll to the bottom of the page and select the **Close Collection** button (Red button)

[Collect](#) | [Add File Attachments](#) | [Authorized Collectors](#) | **Close Collection**