

MONEY TRANSMITTAL



Event:

# of chks	x	\$ amt. on chks	=	subtotal
_____	x	_____	=	\$ -
_____	x	_____	=	\$ -
_____	x	_____	=	\$ -
_____	x	_____	=	\$ -
Check Deposit				\$ -
# of cc		\$ amt on cred		
_____	x	_____	=	\$ -
_____	x	_____	=	\$ -
_____	x	_____	=	\$ -
Credit Deposit				\$ -

Date of Event: _____

Price Per Person: _____

Date of Report: _____

Submitted by: _____

Position: _____

Director: _____
signature

Check Deposit Date: _____

Cr. Card Deposit Date: _____

Last name, first of person	<u>CK or CC?</u>	<u>Amount</u>	Last name, first of person	<u>CK or CC?</u>	<u>Amount</u>
1 _____		\$ _____	21 _____		\$ _____
2 _____		\$ _____	22 _____		\$ _____
3 _____		\$ _____	23 _____		\$ _____
4 _____		\$ _____	24 _____		\$ _____
5 _____		\$ _____	25 _____		\$ _____
6 _____		\$ _____	26 _____		\$ _____
7 _____		\$ _____	27 _____		\$ _____
8 _____		\$ _____	28 _____		\$ _____
9 _____		\$ _____	29 _____		\$ _____
10 _____		\$ _____	30 _____		\$ _____
11 _____		\$ _____	31 _____		\$ _____
12 _____		\$ _____	32 _____		\$ _____
13 _____		\$ _____	33 _____		\$ _____
14 _____		\$ _____	34 _____		\$ _____
15 _____		\$ _____	35 _____		\$ _____
16 _____		\$ _____	36 _____		\$ _____
17 _____		\$ _____	37 _____		\$ _____
18 _____		\$ _____	38 _____		\$ _____
19 _____		\$ _____	39 _____		\$ _____
20 _____		\$ _____	40 _____		\$ _____

NOTE: Send original and one copy of this report, with checks in order listed, to your director. *Never send cash through the mail.* Director: Stamp/endorse checks 'For Deposit Only'. After deposit is made staple deposit ticket & credit card data sheet to the back of the original transmittal and submit to treasurer. 6/2017