Remittance Form

To: Finance Department, Courier #473

From School / Department: _____ **Courier #** _____

	G/L Account Number	Explanation	Amount $
Miscellaneous Recovery	11-0020-5100-___ ___ ___-000		
Cafeteria Sales - Sec.	11-0031-6450-___ ___ ___-000	Month of _____	
Reprographics	14-0860-5130-371-000		
Bus Passes (Monthly)	17-0700-6490-500-501	Month of _____	
Field Study Bus Bookings - Elem	11-0020-3310-___ ___ ___-000		
Field Study Bus Bookings - Sec	17-0720-3300-___ ___ ___-000		
Meal Program - Elementary	20-0000-6530-___ ___ ___-050		
Scholarships-Charity Receipt	20-0800-6541-___ ___ ___-000		
Scholarships-No Charity Receipt	20-0800-6542-___ ___ ___-000		
Donations-Charity Receipt	20-0800-6541-___ ___ ___-053		
Donations-No Charity Receipt	20-0800-6542-___ ___ ___-053		
PAC Contributions	20-0800-6540-___ ___ ___-057		
School Based Funds (Purchase Order)	20-0800-6542-___ ___ ___-053	Requisiton # _____	
	20-0800-6542-___ ___ ___-053	Requisiton # _____	
	20-0800-6542-___ ___ ___-053	Requisition # _____	
Other (specify) _____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
_____	__ __-__ __ __ __-__ __ __ __-__ __ __-__ __ __		
		Total:	

Attached Cheque No. _____

Please Send Remittances By Cheque. Do Not Send Cash Funds.

Prepared By: _____

Date: _____

FINANCE ONLY

RECEIPT NO.

Use Of Form:

1. A Remittance Form is to be completed for all cheques forwarded to the Finance Department in order to assist in recording the receipts to the appropriate district general ledger account.
2. Those G/L Account Numbers with three blank digits are, normally, to be completed with the courier number of your site.
3. The explanation column is to be completed where "Month of ____" or "Requisition # ___" is indicated and can be completed to provide additional information that will be recorded in the system when the funds are receipted.
4. This form is available on the district's First Class Conference under District, Finance, Forms.

Form: 6060.6 Rev. 2003-02-26 Reference: Regulation 4900.4