Clear Form

EBAYC

Where young people grow, thrive and lead!

Transmittal Form

Instructions

1. Complete form for each cash, check or money order payment/fund received. **(Do not add credit card payments to this form)**
2. Log each student's name for each cash, check or money order tuition payment received. Please use back page to log cash tuition payment.
3. Submit payment/funds to Darling with form within 24 hours of receipt.

Submission Date: _____ **Staff Name:** _____

Program Name: _____ **Staff Signature:** _____

A. Checks

Date (on check)	**Receipt #**	**Check #**	**Payer** (Name of payer on check;Student FN/LN)	**Check Amount**
			A. CHECK Totals =	$ 0.00

B. Coins	**# of Coins**	**Amount**
$1.00		$ 0.00
$0.50		$ 0.00
$0.25		$ 0.00
$0.10		$ 0.00
$0.05		$ 0.00
$0.01		$ 0.00
	B. COINS Total =	$ 0.00

C. Cash	**# of Bills**	**Amount**
$100		$ 0.00
$50		$ 0.00
$20		$ 0.00
$10		$ 0.00
$5		$ 0.00
$2		$ 0.00
$1		$ 0.00
	C. CASH Total =	$ 0.00

D. Total Deposits	**Amount**
A. Checks	$ 0.00
B. Coins	$ 0.00
C. Cash Bill	$ 0.00
D. GRAND TOTAL =	$ 0.00

Counter #1:
(Admin Team) Print Name _____ Signature _____ Date _____

Fiscal Unit Use Only		**Reference #:**	
Date Received:		**Checks:**	
Received By:		**Cash and Coins:**	
Deposit Date:		**Total:**	
Credit To:		**Signature:**	

C. Tuition Cash Payment

Date	Reciept #	Payer	Cash Amount
		Total	$ 0.00