

State Charitable Contributions Program Accounts Receivable Form

NOTE: Funds collected from the State Charitable Contributions Program should be recorded as a direct journal to **SCOA# 262049, Fund 60180** and submitted to vendor within 5 business days. *See instructions below.*

Date received: _____

Received by: _____ Department: _____

Coins

.01x _____

.05x _____

.10x _____

.25 _____

.50x _____

1.00x _____

Dollars

1x _____

2x _____

5x _____

10x _____

20x _____

50x _____

100x _____

Checks

Check # _____ amount \$ _____

Check # _____ amount \$ _____

Check # _____ amount \$ _____

Check # _____ amount \$ _____

Check # _____ amount \$ _____

Check # _____ amount \$ _____

Check # _____ amount \$ _____

\$ _____ Total coin amount + \$ _____ Total dollar amount + \$ _____ Total check amount

= \$ _____ **Total amount received**

Finance Department Representative

Coordinator

INSTRUCTIONS

COORDINATOR:

- a) Refer to the corresponding GASCCP Report Form (i.e., Fundraising Event Submissions form, Fundraising Event form) and enter the BATCH CODE # here:

- b) Remit all funds collected each day to the Finance Department. No cash or checks should be stored in your personal possession.
- c) Retain a copy of this form and the completed Report form for your records.

FINANCE REPRESENTATIVE:

- d) Via ACH, remit deposited funds to the SCCP vendor within 5 business days in A/P using SCOA # 262049, Fund 60180.
- e) Ensure the corresponding Batch Code # is entered into the TeamWorks/PeopleSoft system to appropriately identify the funds and link to the submitting agency/entity.
- f) Should your agency/entity **not** have an established ACH payment process, prepare a single payment check/voucher and mail the completed Report Form and funds to:

GASCCP/America's Charities
14150 Newbrook Drive, Suite 110
ATTN: GASCCP
Chantilly, VA 20151