

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# 466001, Fund 60180** and submitted to vendor within 5 business days. *See instructions below.*

Date received: _____

Received by: _____ Department: _____

Coins	Dollars	Checks
.01x _____	1x _____	Check # _____ amount \$ _____
.05x _____	2x _____	Check # _____ amount \$ _____
.10x _____	5x _____	Check # _____ amount \$ _____
.25 _____	10x _____	Check # _____ amount \$ _____
.50x _____	20x _____	Check # _____ amount \$ _____
1.00x _____	50x _____	Check # _____ amount \$ _____
	100x _____	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) Scan and email the completed Accounts Receivable Form and completed Report Form to America's Charities at GASCCPpledgeforms@charities.org.
- d) Retain a copy of these completed forms for your records.

FINANCE REPRESENTATIVE:

- e) Via ACH, remit deposited funds to the America's Charities within 5 business days in A/P using **SCOA # 696002, Fund 60180**.
- f) Ensure the corresponding Batch Code # is entered into the TeamWorks/PeopleSoft system to appropriately identify the funds and link to the submitting agency/entity.
- g) 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