

**St. Francis of Assisi Catholic Church
Cash/Check Transmittal Form
General Receipts (CTF2)**

Use this form to transmit receipts when it is not necessary to keep a record of individual payees, and where all receipts being transmitted are for the same purpose. Examples include receipts from bake sales, admissions fees collected at the door of an event, admission fees where a physical ticket is issued, and other similar collections. When tickets are used, record the number of tickets sold and at what amount.

Date: _____ **Event:** _____

Ministry/Dept. Transmitting Deposit: _____

Person Transmitting Deposit: _____

Contact Phone Number (*): _____

Total Deposit Submitted: _____

Tickets Sold: _____

Face Amount : _____

Deposit Summary:

Checks: _____

Currency: _____

Coins: _____

Total: _____

Prepared by: _____ *** If questions about your deposit.**

Prepared by: _____ **Contact Phone #:** _____

For Accounting Use Only:

Amounts received:

Checks: _____

Currency: _____

Coins: _____

Total: _____

Received by: _____ **Deposit Date:** _____