

**Cash & Cheque Remittance**

|  |  |
| --- | --- |
| **DATE (mm-dd-yyyy):** |  |
| **DEPARTMENT:** |  |
| **PREPARED BY:** |  |
| **PHONE:** |  |

|  |  |  |
| --- | --- | --- |
|  | **CASH** | **AMOUNT** |
|  | **X $5.00** | $0.00 |
|  | **X $10.00** | 0.00 |
|  | **X $20.00** | 0.00 |
|  | **X $50.00** | 0.00 |
|  | **X $100.00** | 0.00 |
|  | **COIN** | 0.00 |
|  | **TOTAL CASH** | $0.00 |
| **CDN CHEQUES (attach tape)** |  |
| **U.S. CHEQUES (attach tape)** |  |
| **TOTAL CHEQUES** | $0.00 |
| **TOTAL REMITTANCE** | $0.00 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FAST CODE** | | **SUBCODE** | **ACTIVITY** | **LOCATION** | **DESCRIPTION** | **AMOUNT** |
| Required  5 Digits | Required  5 Digits | Required  4 Digits | Optional  6 Characters | Optional  4 Characters | Optional  (Up to 30 Characters) | Required |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **10000** | **00000** | **2001** |  |  | **PST** |  |
| **10000** | **00000** | **2022** |  |  | **GST** |  |
|  | | | | | **TOTAL POSTINGS** | $0.00 |
| TOTAL REMITTANCE MUST EQUAL POSTINGS. DIFFERENCE | | | | 0.00 |

Return to Accounting Services, ASB B115 for processing

Revised June 2016