



## Income Submittal – Special Programs & Collections

Complete this form and put the form and checks/cash in a sealed envelope and place in the administrative assistant's box, safe in the office or in the slot on the exterior door of the minister's office.

Date: \_\_\_\_\_

Submitter's Printed Name: \_\_\_\_\_

Payer/Donator: \_\_\_\_\_

Account Number	Account Description	Amount
405	Conference Income	
508	Book Nook Pass – through	
509	Five Star Coffee Project – Pass Through	
160	Special Collection Pass – through	
162	Minister Discretionary Pass – through	
267	Replacement Tables Pass - through	
	<b>TOTAL</b>	

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Checks	Total Check(s) Amount	Total Cash & Change Amount	Total Amount submitted, Cash, Change & Checks