



Income Submittal – Building & Grounds

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
135	Designated Contributions for the Facility	
400	Building Use – Special One Time	
401	Building Use – Repeat Usage	
	TOTAL	

Details: _____

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