DeKalb Federation Garden Center Funds Transmittal Form

Date: _____ Prepared by:_____

Delivered to: _____

Name special event if any:_____

Please complete the form below listing each check by number and amount and noting the payment's purpose: **ie, sales, registration fees, dues, donations, etc.** Cash should be listed in total. If you need more space, add a copy of this sheet. Make two copies: one to the treasurer, one for the files. If you receive a donation, be sure to fill out a donation form so the gift can be properly recognized and recorded.

Check No.	Purpose of Payment	Amount
	Subtotal	
	Total from additional page, if any	
	Grand Total	