

**ST. MARY'S ABBEY / DELBARTON SCHOOL  
CASH / CHECK RECEIPT AND TRANSFER RECORD**

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This form is used for the purpose of:

- Providing proof of receipt to individuals from whom funds are received.
- To serve as a record, to document deposits made to the School or Business Office.

DATE: \_\_\_\_\_

TOTAL:      CASH \$ \_\_\_\_\_                      CHECKS: \$ \_\_\_\_\_

OTHER (describe): \$ \_\_\_\_\_

REMITTED BY: \_\_\_\_\_

TO: \_\_\_\_\_

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FOR THE PURPOSE OF:    Deposit to School \_\_\_\_\_    Business Office \_\_\_\_\_

Other: \_\_\_\_\_

*Additional Notes/ Comments:*

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ACCOUNT # to deposit funds: \_\_\_\_\_

RECEIPT ACKNOWLEDGED BY: \_\_\_\_\_

**Signature**

\_\_\_\_\_  
**Date**

**NOTE: THE REMITTER SHOULD REQUEST A COPY OF THE COMPLETED FORM FOR HIS/HER RECORDS IN ORDER TO PROVIDE RECONCILIATION OF INCOME AGAINST EXPENDITURES FOR ACTIVITIES OR EVENTS.**