

ACCOUNTS RECEIVABLE
APAC

INSTRUCTIONS FOR USE OF THIS FORM

1. Use this form to transmit all cash, checks or other forms of money to APAC bank account in NOLA.
2. Complete all parts of the form. Date, name, and originating office as equally as important as entering the amount of money.
3. Enter the amounts of coin, currency, check or other types of money in the proper columns according to their source (category) of income. Be sure that the GRAND TOTAL in Part two is balanced. This means that the totals by income category and the totals by type of payment should add to the same GRAND TOTAL in the lower right-hand corner of PART TWO.
4. The reverse side of this form should be completed only if ACORN local group dues are shown in Part TWO -- OR IF APAC INCOME IS SHOWN IN PART TWO

To bookkeeper

DATE _____

FROM _____

Name _____

ACORN or AISJ Office Location _____

Enclosed is a total sum of \$ _____ which should be credited to the income

Source(s) shown below in PART TWO.

PART ONE
CATEGORY OF INCOME

	Coin	Currency	Check	Other	Total
APAC Contributions	_____	_____	_____	_____	_____
APAC Fundraising	_____	_____	_____	_____	_____
IN-KIND TO APAC	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total	\$ _____	_____	_____	_____	_____

Do not write
in this space
(Asen. use
only)

GRAND TOTAL

Appendix C: Accounts Receivable Form (For sending with APAC income to NOLA)