

FCDC Money Intake Log Sheet 2016-2017

Date _____
(Date the contribution was received)

Name _____
(Name of FCDC member accepting the contribution)

Date Total (\$) _____
(Total of all contributions on sheet)

Batch # (Leave Blank)	F/NF (Leave Blank)	Name of Contributor - Names on Check	\$ Amount of Contribution	Check # (or mark "Charge" or "Cash" if not a check	Notes (e.g. purpose of donation, any questions)

Instructions: The "Date" is the date the first member of FCDC receives the contribution. The contribution and any supporting documentation should be attached to the Money Intake Log Sheet. *A separate sheet* should be used *for each date that contributions are received*. FCDC needs to deposit Federal contributions into the bank within 10 days of this date. Please mail the Money Intake Log Sheet along with the attachments to FCDC, 8500 Executive Park Ave, Suite 402, Fairfax, VA 22031 as soon as possible after the contribution was received to allow the Treasurer enough time to meet the 10-day requirement. No more than \$100 in cash may be accepted from any individual. Cash contributions should be accompanied by the name, full address, occupation, employer, and city/state of employer of the contributor.