FCDC Money Intake Log Sheet 2016-2017

Date _____ **Name** _____ **Date Total ($)**_____

(Date the contribution was received) (Name of FCDC member accepting the contribution) (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.