

**St. Francis of Assisi Catholic Church
Cash/Check Transmittal Form (CTF1)
Itemized Receipts**

Use this form when it is necessary to track receipts by person. Examples include fees paid for trips/retreats and class registrations.

Ministry: _____ **Event:** _____ **Date:** _____

Payer Name	Cash Amt	Check Amt	Check #	Rec't #	Comments
Total Cash/Checks:	\$	\$	Total deposit: \$		

Prepared by: _____ **Contact Phone #:** _____

Prepared by: _____ **Contact Phone #:** _____

Accounting use only:	Amount Received: \$ _____
Received by: _____	Deposit Date: _____