

## Transaction Transmittal

(09072011)

Project Name

Account #

Address, City, State, Zip

Phone

Email

**Deposits:**

**Total Number of Items**

**Total amount of this deposit (all checks and or cash)**

- Always make copies of all checks to be deposited into your account. Please record that amount on the line above for the total amount of deposit.
- Note, all deposits must clear the bank before funds can be drawn against them.
- Note, any foreign currency checks whether in US dollars or not will be held until it is cleared by the bank with correct amount of the actual cleared amount.
- TCN will receipt ALL gifts.

**Donors:**

**Disbursements:**

1. Please make a check payable to

Address

City, State, Zip

Description for/of Disbursement:

TCN GL code:

Amount of Check

2. Please make a check payable to

Address

City, State, Zip

Description for/of Disbursement:

TCN GL code:

Amount of Check

- Note**
- If you need more space to describe the reasons and rational for the disbursement please attach additional pages.
  - You must provide original documentation and receipts when requesting funds.
  - You must describe how this expenditure will assist in your charitable purposes.
  - Only project managers can request disbursements.
  - TCN Board of Directors will receive and approve or disapprove, or request additional information for disbursement requests.
  - Always review TCN Manual on governing rules that mat apply to your specific request.

| <b>GL Codes most commonly used</b>  |             |
|-------------------------------------|-------------|
| <b>Description</b>                  | <b>Code</b> |
| Benevolence (see application rules) | 5005        |
| Capital Expenses (large)            | 1500        |
| Contract Labor (1099)               | 5010        |
| Donations to other Charities        | 5015        |
| Equipment Purchases (small)         | 5020        |
| Fund Raising (by event)             | 5025        |
| Grants & Scholarships               | 5030        |
| Honorariums                         | 5035        |
| Insurance Costs                     | 5040        |
| Miscellaneous Expenses              | 5045        |
| Office Expenses                     | 5050        |
| Printing                            | 5055        |
| Productions                         | 5060        |
| Publications & Media                | 5065        |
| Rent & Utilities                    | 5070        |
| Retreats & Meeting                  | 5075        |
| Taxes & Fees                        | 5080        |
| Telephone & Web & Internet          | 5085        |
| Travel                              | 5090        |

Project Manager Name

Signature

Date