



MGC Satellite Checking Account TRANSACTION FORM

Instructions: Please complete this form for each deposit made, or expense check written. It is used to enter necessary information into MGC accounting software to produce quarterly and yearend financial reports and to meeting the IRS 990 reporting requirements.

REVENUE:

Event Registration Fees:	Total	_____
Sales at Event	Total	_____
Silent Auction Proceeds	Total	_____
Awards	Total	_____
Other: _____	Total	_____

DEPOSIT TO: ACCOUNT NUMBER (last 4 digits): _____ **DATE:** _____



EXPENSE:

PROJECT/PURPOSE: _____

- District Event
- MI Sales Tax on Items Sold
- Donations
- Event Administrative (Printing & Mailing)
- Other Expenses: _____

CHECK PAYABLE TO: NAME: _____

ADDRESS: _____

FOR (LIST ITEMS AND NUMBER RECEIPTS): Check here if no Receipt

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____

TOTAL AMOUNT: _____ **CHECK NUMBER:** _____ **DATE PAID:** _____

COMMENTS:

Revenue: Please attach deposit slips, copies of deposited checks, and any other documentation (i.e., email, forms) for IRS and audit records.

Expenses: Attach receipts, invoices, carbon copy of check and any other documentation (ie, email, expense or other forms) for IRS and audit records.