



Cash & Cheque Remittance

DATE (mm-dd-yyyy):	
DEPARTMENT:	
PREPARED BY:	
PHONE:	

	CASH	AMOUNT
	X \$5.00	
	X \$10.00	
	X \$20.00	
	X \$50.00	
	X \$100.00	
	COIN	
	TOTAL CASH	
	CDN CHEQUES (attach tape)	
	U.S. CHEQUES (attach tape)	
	TOTAL CHEQUES	
	TOTAL REMITTANCE	

*For accounts receivable, note the GR# in the description field below and code to 10000-00000-1130

FAST CODE		SUBCODE	ACTIVITY	LOCATION	DESCRIPTION	AMOUNT
Required 5 Digits	Required 5 Digits	Required 4 Digits	Optional 6 Characters	Optional 4 Characters	Optional (Up to 30 Characters)	Required
10000	00000	2001			PST	
10000	00000	2022			GST	
					TOTAL POSTINGS	

TOTAL REMITTANCE MUST EQUAL TOTAL POSTINGS. DIFFERENCE:

Return to Accounting Services, MWB B115 for processing