

**DEPARTMENT OF KANSAS**  
**Sons of Union Veterans of the Civil War**

**RECEIPT OF DEPARTMENT FUNDS**  
(KS Form 2)

Date:

Received From:

Description	Check No.	Amount	Acct
-------------	-----------	--------	------

**TOTAL**

**RECEIPT OF FUNDS**

The above listed funds were received as payable to the Department of Kansas and are deposited into an active account of the Department of Kansas

Date \_\_\_\_\_

\_\_\_\_\_  
Department Treasurer Signature  
Assistant Dept Treasurer Signature

# RECEIPT OF FUNDS

(KS Form 2)

## INSTRUCTIONS

**PURPOSE:** This form is used by the Department Treasurer or an Assistant Department Treasurer to account for receipt of funds for the Department.

**SUBMITTING FORM:** The Treasurer/Assistant Treasurer will prepare the form, keeping one copy for Department Records, and sending one copy to the submitter of the funds. Email will be the preferred means.

### INSTRUCTIONS (REQUESTOR):

**Date:** Enter the date you are completing the form.

**Received From:** Enter the name or camp which submitted the funds.

**Details:** Enter the following information:

- a. A brief description of the item.
- b. The check number shown on the check. If you receive something other than a check, indicate that instead of the check number, i.e., Debit, Venmo, PayPal, etc.
- c. The amount for each item and the account (budget code-see below). You may require more than one line per item/receipt. Example: The camp submits a check for a new brother. You would need to use three lines – one for National Per Capita received, one for Department Per Capita received, and one for the National Application Fee received.

**Total:** Form will automatically calculate the total amount.

**Signature and date:** Sign the form electronically. The date will be filled out using the date you entered at the top of the form.

### Account (Budget Code)

### RECEIPTS

#### 200-National Receipts

- 201-National Per Capita
- 202-National Application Fee
- 203-National Reinstatement Fee
- 204-National Charter Fee
- 205-National Quartermaster

#### 210-Department General Receipts

- 211-Department Per Capita
- 212-Web Hosting Income
- 213-Bank Interest Income

#### 220-Department Unbudgeted Receipts

- 221-Camp Overpayment
- 299-Unbudgetted Receipts