

Department of Kansas
Sons of Union Veterans of the Civil War
RECEIPT OF CAMP FUNDS
(KS Form 2-CAMP)

Date:

Received From:

Description	Check No.	Amount	Acct
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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 _____

KS Form 2-CAMP (09-25)

Camp Treasurer Signature
Ass't Camp Treasurer Signature

PURPOSE: This form is used by the Camp Treasurer or an Assistant Camp Treasurer to account for receipt of funds for the Camp. Use at the camp-level is optional.

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

INSTRUCTIONS (REQUESTOR):

Camp: Select your camp's name and number from the drop down list.

Date: Enter the date you are completing the form.

Received From: Enter the name of who 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. Use of Account/Budget codes is up to the camp. You may require more than one line per item/receipt. Also, if the receipt is for a donation, the Treasurer should indicate that on the line immediately following the information.

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.
