VII. Division Transmittal of Receipts Form

PHOTOGRAPHIC SOCIETY OF AMERICA TRANSMITTAL

INSTRUCTIONS: Fill in information as requested. Send the original and checks to Headquarters. Send one copy to the Division Treasurer or Supervising Officer and keep one (1) copy for your records. Make an extra copy for the Service Director. **If checks are made payable to you, please endorse "Pay to PSA"**. If you receive cash, substitute a personal check and indicate with an * which items your check covers. Attach an additional page if you need it, and number both pages. Please show the total of both pages as the *total* on the first page. Be sure to show the **activity account number** on the last line of this page. Contact your Division Treasurer if you do not know the activity account number. **Income should be forwarded to PSA Headquarters, 3000 United Founder's Blvd, Ste 103, Oklahoma City, OK 73112 as soon as possible!**

NAME OF DIVISION: DATE

Name of paying club or individual:	Amount:

Income Total:

Submitted by:

Title:

Division Account #:

For Headquarters Use Only:

Date Received: _____

Date Posted: _____

Division Income Account#: _____

TOTAL OF ALL PAGES:
(if more than one page is used)

FORM DIV-2 (6/2008)