

San Antonio Academy 8th Grade Class

Remittance Advice

Please help us keep accurate records of 8th grade funds by adhering to the instructions below. *This form must accompany all funds being turned in to the Finance Office.*

1. Make sure the Remittance Form is complete.
2. Make 3 copies of the completed remittance form and give Yvonne in the Franklin House Finance Office: the funds and the original copy.
3. Keep a copy for your records.
4. Forward a third copy to 8th grade Treasurer, Patty Jeffers (she has a mail envelope in main front office).

Money must be turned in no later than two (2) weeks after the event.

If you have any questions, call Patty Jeffers @ 805-8691 or 240-5924.

Please Complete Information Below

Date:

Name of Event:

Your Name:

Name of Chairperson:

SAA Representative:

Cash \$ _____

Checks _____

Charge _____

Total Funds Submitted \$ _____