Independent Activity Fund (IAF) Remittance Slip

MONTGOMERY COUNTY PUBLIC SCHOOLS Maryland

Internal Audit Unit MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850 MCPS Form 280-34 May 2022 Page 1 of 2

Directions on Page 2.

Part I.	To Be Co	mplete	ed by the Remitter (Teacher/S	Sponsor	.)					
		Cash	\$	Checks	\$		Grand Total	\$			
								Date	Collected	/	/
											_
	Teacher/Sponsor Name (Print) Class & Class Period or							d or Ve	ndor #, if applicat	ole	
	CREDIT to IAF Account (name)				IAF Account #				IAF SubAcct #		
	Purpose of Funds Collected				Toto	Total # Checks					
Were	these fu	nds co	llected as course-re	elated fee	s? (che	ck one)	No	Ye	s Cour	se #	
Che	ck/ID otional)	ŧ	Student Na	me (Las	st, Fir	st) / Pa	yer Name		Cash (\$)	Che	cks (\$)
(0	stional)			•	•			_			
							Total from Do	no 1	¢	¢	
			GRAND TOTAL	-			Total from Pag	ge i	\$	\$	
		\$				Total from	Page 2, if applic	able	\$	\$	
	Teacher	/Spons	or Verification of Am	ount Rem	itted						_
Teacher/Sponsor Signat									ire Required		
Part II.	To Be Co	omplet	ed by the School Fir	nancial Ag	ent						
The above listed funds have been accepted by the finance office. A receipt will be furnished upon verification.											
	Re	ceived	by				[Date	//		
Receipt #											

Check/ID# (optional)	Student Name (Last, First) / Payer Name	Cash (\$)	Checks (\$)
	\$	\$	

DIRECTIONS FOR COMPLETION OF THE IAF REMITTANCE SLIP

REMITTER Teacher/Sponsor: Complete PART I in entirety.

- 1. Indicate the date funds were collected. Remember, funds are to be remitted on a daily basis!
- 2. List each student/payer's name with amount paid as cash or check. Check number or student ID number may be included in the space provided if required by school financial office. Teacher/Sponsor may provide this information in a separate list if all required information is included, then write "SEE ATTACHED LIST" across remittance detail in Part I.
- 3. Count the currency and confirm the total cash amount remitted.
- 4. Count the checks and verify the total number of checks in remittance; confirm the total amount of checks remitted.
- 5. Sign at the bottom of Part I to confirm that you have verified remittance amount.

SCHOOL FINANCIAL AGENT (Main Office Designee): Complete PART II in entirety.

- 1. Count the currency and confirm the cash amount is correct. Count the checks and confirm the number of checks and amount of checks is correct.
- 2. If the funds are course related fees, confirm that the fee is registered on the school's approved fee list.
- 3. Sign and date the form.
- 4. Receipt the funds; write the receipt number on IAF Remittance Slip. Send copy of receipt to Teacher/Sponsor to attach to their copy of the IAF Remittance Slip.