Alachua County Public Schools
Business Services Department

Transmittal of Facilities Rental Receipts

Instructions:

Submit this form in duplicate with the school check to Business Services by the 15th of each month for all rental of facilities fees collected in the preceding month. Remit Florida Sales Tax as provided by the Florida Department of Revenue. Remit custodial wages by check (payable to the School Board of Alachua County) with the payroll report to the Payroll Department. Refund the damage deposit to the renter when usage is complete, or use forfeited deposits to cover repairs, etc. (Food Service fees and charges must be transmitted to your food service manager by the user.)

SCHOOL _____ For the month of _____ 20___

Renter-User	Date(s) Used	Receipt Number	Total Received	Sales Tax	Custodial Charges	Damage Deposit	Net Rental to District

Total Amount Enclosed $_____

Submitted by _____ Date_____ 20____

District Receipt No. _____ Dat _____ 20____

Distribution: Acct. No. _____ $_____

Acct. No. _____ $_____

Form No.: FIN 023.009 – Transmittal of Facilities Rental Receipts.doc/Fin
New Date: 5/27/03

Distribution: White - Business Services
Canary - Business Services
Pink - School File