

# American Society for Clinical Laboratory Science - PA

## RECORD OF INCOME RECEIVED

Treasurer Use Only

Return to: Nassouh Mourabet  
ASCLS-PA Treasurer  
44 Yale Drive  
Richboro, PA 18954

Date R'ced \_\_\_\_\_  
Computer Date \_\_\_\_\_

### ALL INCOME MUST BE MADE PAYABLE TO "ASCLS-PA"

**Directions for the completion of this form:** Check#: the sequential number of the check, usually in the upper right corner, not the bank number. NOTE: for companies that have one number for the fiscal year and another for the actual check number, use the second number. Date: the one on the check, not when you received it. Description: what is the check paying for? Payee: author of the check, usually in the upper left corner, last name is usually sufficient. If the check is made out to a person rather than PSCLS, that person should endorse the back of the check before mailing it. Use this for recording a maximum of 12 checks.

Committee: \_\_\_\_\_

Check #	Date	Description	Payee	Amount

Total: \_\_\_\_\_

**Sales Tax Calculation:** When a taxable item is being exchanged for money, sales tax must be collected. Examples of taxable items are membership labels, business cards, pins, and cookbooks.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Item Sold	Price per Item	Total
Item Total X 0.06	Non-Taxable Income	
Item Total X 0.01	Penn Sales Tax	
	Local Sales Tax	
	Total	