**American Society for Clinical Laboratory Science - PA**

**RECORD OF INCOME RECEIVED**

Treasurer Use Only

Return to: Grace Renn

[yanhuan.renn@gmail.com](mailto:yanhuan.renn@gmail.com)

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:**

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| --- | --- | --- | --- | --- |
| **Check#** | **Date** | **Description** | **Payee** | **Amount** |
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**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:**

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

**Phone: Date:**