

Form 2203 – Split Revenue Form

Instructions:

- Use for checks that are split partial donation and partial payment.
- Partial Payment Information should be on the left side ONLY.
- Partial Donation Information should be on the right side ONLY.
 - Event types – BQT (banquet), BQTS (banquet sponsor), GOM (golf marathon), GOMS (golf marathon sponsor), GOT (golf tournament), GOTS (golf tournament sponsor), blank box (your description, no special acronyms)

One Check: Complete Area Number, Submitted by, Telephone, Date and any pertinent comments. Indicate the dollar amount that is a payment on the left side and fill in the event description. Complete any relevant information regarding the donation side. The system will default to general operating with no event.

Multiple Checks: Same as above, however, **the payment amount, payment designation (what it is going to), and donation designation must be the same on all checks** in order to use one form. All checks will be processed this way. If the payment amount, payment designation, or donation designation is different, then a separate form must be used. The checks may be of varying amounts. The maximum number of checks that may be attached to one form is 50.



SPLIT REVENUE FORM - DONATION AND PAYMENT

Area Number:

Submitted by: _____

Telephone: _____

Date: _____

Comment Field: _____

Payment Designation:

Operating (4350) Other _____
specify

Camp (4335) Event: _____
specify

Payment amount per check:

\$ \$ \$ \$ ¢ ¢

Donation Designation: (please select one)

Operating (4110)

Camp (4130)

Capital (4150)

Personal Fundraising:

Contact ID Number: _____

Contact Name: _____

This section for SC use only
