



**MCPS Remittance Slip**  
**Directions for Completion**

**Teacher/Sponsor:**

1. Complete the form in entirety. Do not submit a form without all necessary information.
2. Fill in the date.
3. Fill in your name and the vendor number (if applicable).
4. Fill in the IAF account and account number. Use one Remittance Form per account number.
5. Review course-related fees assurances to ensure compliance and indicate compliance in appropriate box.
6. List each student's name unless a separate list is attached, then write "see attached list."
7. The amount the student pays must be listed as check or cash.
8. Fill in the amounts for Cash, Checks, Total and the # of checks.
9. The financial assistant/administrative secretary should count the currency and initial the amount is correct, then count the number of checks and verify that it agrees with the number turned in.
10. Once the financial assistant/administrative secretary verifies the complete remittance, he/she will receipt the funds, write the receipt number on the MCPS Remittance Slip and send a copy of the receipt to the sponsor to attach to their copy of the MCPS Remittance Slip.

**Financial Assistant/Administrative Secretary (Main Office Designee):**

1. Count the currency and confirm that the cash amount is correct. Count the number of checks and verify that it agrees with the number turned in.
2. Sign and date the MCPS Remittance Slip.
3. If the fee is indicated for a course-related fee, verify that the fee is registered on the school's approved list.
4. Receipt the funds. Write the receipt numbers on the MCPS Remittance Slip. Send a copy of the receipt to the sponsor to attach to their copy of the MCPS Remittance Slip.
5. The MCPS receipt copy, if manually prepared, stays in the receipt book for two-part receipt books. For three-part receipt books, attach one copy to the MCPS Remittance Slip and file in the appropriate file for the IAF account that the remittance is applicable to. If EPES and you are printing three copies, one copy will be attached to the MCPS Finance Slip and one copy will be filed in the appropriate file for the IAF account that the remittance is applicable to. The third copy of the EPES receipt is kept in numerical sequence with all of your receipts.