

# Santa Clarita Valley Council PTA Remittance Form

Units must use this form when submitting monies to council

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ITEM DESCRIPTION		AMOUNT	
<b>Membership:</b> Remit monthly	# of members _____ @ \$ 4.25		
<b>Unit Assessment:</b> Due Sept 15, 2011	\$ 50.00		
<b>Insurance Premium:</b> Due Sept 15, 2011	\$199.00		
<b>Unit Supplies:</b>	Membership Envelopes (bx) Qty: _____ @ \$10.00		
	Secretary Book Qty: _____ @ \$18.00		
	Treasurer's Log Qty: _____ @ \$ 7.00		
<b>Founders Day Freewill Offering</b> Due Mar 15, 2012	Donations collected during Founder's Day Observances		
<b>Misc.*</b> Itemize miscellaneous remittance:			
	<b>Check#</b>	<b>Total: \$</b>	

Make check payable to: **SCV PTA**  
 Mail to council treasurer: **Nancy Heaps**  
**PO Box 800134**  
**Santa Clarita, Ca 91380-0134**



All checks must have TWO SIGNATURES  
 Make a copy of this form for your records

A portion of the total sum sent for the National portion of PTA membership dues is payment for one year's subscription to *Our Children* of the National Congress of Parents and Teachers, which will be sent to the president of each local unit.