



Veterans of Foreign Wars Ohio Charities

Serving Ohio Veterans & Their Families

VFW OHIO CHARITIES CHECKING ACCOUNT LOG

INSTRUCTIONS

1. No later than the 10th day of each month the log is to be sent to VFW Ohio Charities.
2. Complete the Checking Account Log for:
 - a. Electronic Checks
 - b. Approved Reimbursements for checks paid out of the Post's General Fund or paid using the Post's Credit Card (Reimbursements must be preapproved by the Account Reviewer for your District)
 - c. Payments for Assistance to a Veteran, Veteran's Family, or any Individual in the Community (utilities, rent, mortgage, etc.)
 - d. Any payments paid by phone
 - e. Any check written that is difficult to explain on the memo line of the check.

ONLY Complete the Log for checks written in the previous month that meet 2a, 2b, 2c, 2d and 2e above. As an example: Submit the Check Account Log by the 10th of March for checks written in February of the same year, **but only for the checks that meet 2a, 2b, 2c, 2d and 2e above.**

3. Checking Account Log can be emailed, faxed or sent via USPS.
4. Email, Fax, or send via USPS to the following Account Reviewer:

DISTRICTS 1-5 & 12

Ron Ward – rward@vfwoc.org
Phone 614-222-1611 Option 6

DISTRICTS 6-10 AND NON-VFW AGENTS

Betty Lavery – blavery@vfwoc.org
Phone 614-222-1611 Option 5

DISTRICT 11

Danielle Wheeler – dwheeler@vfwoc.org
Phone 614-222-1611 Option 3

5. **FAX to:** 614-222-1602
6. **MAIL to:** VFW Ohio Charities
35 East Chestnut Street
Suite 508
Columbus, Ohio 43215

LOG SHOULD BE COMPLETED AS FOLLOWS:

1. Month & Year checks were written
2. Post or Lodge Number
3. District Number (VFW Posts Only)
4. List only the checks that were Electronically sent to 5th3rd Bank; Approved Reimbursements; Payments made to assist an individual; or explanation that is too difficult to explain on the memo line.

MAKE AS MANY COPIES AS NECESSARY OF THE LOG SHEETS

VFW OHIO CHARITIES CHECKING ACCOUNT LOG

MONTH: _____

POST: _____

YEAR: _____

DISTRICT: _____

	CHECK #	DATE WRITTEN	PAYEE <i>(No Acronyms - Spell it out)</i>	EXPLANATION OF EXPENITURE	AMOUNT OF CHECK
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					