



CALIFORNIA TEACHERS ASSOCIATION
 Service Center Council
 Charges for Services and Supplies

Council Name _____ Date _____

Address _____

Month _____

Authorized by Chairperson or Treasurer _____

Signature

Date

Charges Verified by Consulting Staff _____

Signature

Date

Payment by:

Check (attached)

Deduct from Next Remittance

DATE	PURPOSE	ITEM/SERVICE USED	CHARGE

TOTAL CHARGES _____

The SCC Charges For Services and Supplies form is used to record on a monthly basis the office expenses (i.e. postage, copying, printing, etc.) incurred by the Service Center Council at the Regional Resource Center office. The purpose of this form is to charge back the SCC for its use of RRC resources. In order to reimburse the RRC, the SCC can either submit a check with its monthly statement covering these costs or instruct the Accounting Department to deduct the stated charges from the next remittance. If the Service Center Council has no charges for services and supplies for a particular month, the SCC treasurer should still send the form with total charges equal to zero to the Accounting Department to insure the continuance of its final funding for the applicable fiscal year. Please note that State Council, NEA RA and ESP election costs are absorbed by the CTA and should be recorded on the SCC Election Reimbursement Form and not the SCC Charges For Services and Supplies form.

Listed below are the general instructions for completing the SCC Charges For Services and Supplies form.

1. List the Name of the Council and Date.
2. List the address of the council.
3. List the month covered.
4. Check the applicable box to indicate whether the SCC is reimbursing the CTA for its use of the RRC office services and supplies or instructing the Accounting Department to deduct these total charges from the next remittance.
5. List the Date, Purpose, Item/Service Used and Charge.
6. Sum the total charges.
7. Signature of authorized Chairperson or Treasurer and Date signed.
8. Signature of Consulting Staff and Date signed.

