

**The Military Department of South Carolina
Annual Accounting Report**

Date: _____

Unit Designator: _____

Armory Name: _____

Unit Number: _____

Name of Account Custodian: _____

The following are all deposits and checks issued/debit card transactions deposits (listed separately and chronologically) made through the Armory Operations Fund for the State Fiscal Year beginning 01 July _____ and ending 30 June _____.

DEPOSITS

Date	Amount	Source of Funds

Date	Amount	Source of Funds

CHECK/DEBIT CARD TRANSACTIONS

Check # or "Debit"	Date	Amount	Payee	Description of Goods or Services Purchased

Check # or "Debit"	Date	Amount	Payee	Description of Goods or Services Purchased

 Armory Manager's Signature

CF:
 MSC/Battalion Administrative Officer
 State Operations Armory Account Coordinator (TAG-SO-BF)
 Unit files

INSTRUCTIONS

ADMINISTRATIVE DATA:

- Date – Click on block and use drop-down to set date
- Unit Designator – Unit name (e.g., A/1-118 IN, B/122 EN, 228 SIG Bde, etc.)
- Armory Name – Self-explanatory (e.g., Mullins, Newberry, Greenwood, etc.)
- Unit Number – Unit PRN
- Name of Account Custodian – Whoever is responsible for the account
- Beginning and Ending Date – Use 4-digit number (e.g., 2010, 2019, etc)

DEPOSITS

- Date – Click on block and use drop-down to set date
- Amount – Use XXXX.XX format to enter (will automatically put in the "\$" and comma)
- Source of Funds – Text Field (i.e., "Reimbursement Request - DATE)

CREDIT/DEBIT CARD TRANSACTIONS

- Check # or "Debit" – If it was a check, enter the check number; if it was a Debit card transaction, enter the word "Debit".
- Date – Click on block and use drop-down to set date
- Amount – Use XXXX.XX format to enter (will automatically put in the "\$" and comma)
- Payee – Who received the check or debit card transaction (e.g., Piggly Wiggly #152, Lowes #218, Speedway #3330, etc.)
- Description of Goods or Services Purchased – Text field, self-explanatory

SIGNATURE

- Sign the form digitally and email in the fillable .pdf format (do not scan)