

# Itemized Receipt Form

(To be used when giving funds to Treasurer)

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Phone No.: \_\_\_\_\_

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

Total of checks (*attach a tape/written account*) \$ \_\_\_\_\_

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>Total</b>		

Total Bills \$ \_\_\_\_\_

Coins	#	Amount
Dollar		
50 Cents		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total</b>		

Total Coins \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter's Signature: \_\_\_\_\_

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

(When turning in a deposit, please allow time for another count of the total deposit so a receipt can be given to the person turning in the deposit)