

Itemized Receipt Form
River Ridge Elementary PTA
 (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)

Sales

Item Description	Units Sold	Sales Price Each	Total Sales Price

Amount to be accounted for: \$ _____

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total		

Coins	#	Amount
Dollar		
50 cent		
Quarters		
Dimes		
Nickles		
Pennies		
Total		

Total Cash \$ _____

Number of checks: _____

\$ Total of checks (attach a Check deposit detail form) \$ _____

Total Deposit (Sum of Checks, Bills and coins) \$ _____

Credit Card Total \$ _____

Short (Over) (Amount to be accounted for minus total deposit) \$ _____

Event Total \$ _____

Counter #1 Signature _____ Date _____

Counter #2 Signature _____ Date _____

Received by Treasurer _____ Date _____
