

**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 \_\_\_\_\_

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