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 |  |  |
| **Total** |  |  |

**Total Bills $**

|  |  |  |
| --- | --- | --- |
| **Coins** | **#** | **Amount** |
| Dollar |  |  |
| 50 Cent |  |  |
| Quarters |  |  |
| Dimes |  |  |
| Nickels |  |  |
| Pennies |  |  |
| **Total** |  |  |

**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)