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)

Check #	Check Amount		Check #	Check Amount

Total of checks $ _____

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

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

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)