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)

Name	Check#	Check Amount		Name	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)