

# Itemized Receipt Form

(to be used when giving funds to the Treasurer)

Event \_\_\_\_\_ Date \_\_\_\_\_

Chairman \_\_\_\_\_ Phone # \_\_\_\_\_

Person Completing Form \_\_\_\_\_ Phone # \_\_\_\_\_

use make sure that there are always 2 people counting money to protect the reliability of the count)

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

Total Bills \$ \_\_\_\_\_

Coins	How many	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Total Coins \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Checks (attach a tape/written account) \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Received by Treasurer \_\_\_\_\_