

# Itemized Receipt Form

(To be used when giving funds to Treasurer)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

Phone #: \_\_\_\_\_

Person preparing form: \_\_\_\_\_

Phone #: \_\_\_\_\_

(Please make sure that there are always two people counting money to protect the reliability of the count.)

Total of Checks (from other side) \$ \_\_\_\_\_

Bills	Number of Bills	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Total		

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

Coins	Number of Coins	Amount
\$1		
50 cents		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

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

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

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

Signatures:

1<sup>st</sup> Person Counting \_\_\_\_\_

Date \_\_\_\_\_

2<sup>nd</sup> Person Counting \_\_\_\_\_

Date \_\_\_\_\_

VP Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_