

**VRHS Athletic Booster Club
Itemized Receipt Form**
(To be used when giving funds to Treasurer)

Event _____ Date _____

Starting Cash Box Amount \$ _____ Ending Cash Box Amount \$ _____

First Counter Signature _____

Second Counter Signature _____

(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 \$ _____

Person Completing Form/First Counter's Signature & Phone # _____

Second Counter's Signature _____ Date _____

Received by Treasurer _____ Date _____

(When making the deposit at the bank, take both the white & yellow copy of the deposit slip to be validated. Turn in the yellow validated deposit slip and a copy of the itemized Receipt Form to the Athletic Booster Club Mail Box at the front of the school. **Deposits must be made within 2 days of the event.**)