

**Itemized Receipt Form**  
(To be used when giving funds to treasurer)

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

Chair \_\_\_\_\_ 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		
<b>Total</b>		

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total</b>		

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.)