

Itemized Receipt Form

(To be used when giving funds to Treasurer)

Event _____ Date _____

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

First Counter Signature _____

Second Counter Signature _____

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

Income (Before counting, return starting cash box amount to cash drawer and sign below ending amount):

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 and Phone # _____

Second 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)