



Itemized Receipt Form

(To be used when giving funds to Treasurer)

Event _____

Date _____

Person completing form _____

Phone No. _____

Beginning Funds Amount: _____

1st Person Verifying Beginning Funds: _____

2nd Person Verifying Beginning Funds: _____

CASH:

BILLS	QTY	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
TOTAL		

CHANGE:

COINS	QTY	AMOUNT
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL		

Total Cash \$ _____

Total Change \$ _____

Total Checks \$ _____ (and Number of Checks _____)

Total Deposit \$ _____

1st Counter's Signature _____ Date _____

2nd Counter's Signature _____ Date _____

Received by _____ Date _____