

Itemized Cash Receipt Form
(To be used when giving funds to Treasurer)

Event _____	Date _____
Committee Chair _____	Tel: _____
Person completing form _____	Tel: _____

Total amount of checks received (please attach details/tape) \$ _____

Cash & Coins

Bills	Number	Amount
\$ 100	_____	\$ _____
50	_____	_____
20	_____	_____
10	_____	_____
5	_____	_____
2	_____	_____
1	_____	_____
		\$ _____

Coins	Number	Amount
\$1	_____	\$ _____
50¢	_____	_____
25¢	_____	_____
10¢	_____	_____
5¢	_____	_____
1¢	_____	_____

Total Cash & Coins \$ _____

Total deposit (cash + checks) \$ _____

Counter 1 Signature _____

Counter 2 Signature _____

Date _____

Received by Treasurer _____

Date _____

Note: Cash and checks to be counted by TWO persons before delivery to Treasurer for deposit

1st Signature should be Chair or co-Chair

2nd Signature cannot be spouse or blood relative of 1st signature

Only ONE EVENT per deposit form

Person handing over deposit should witness Treasurer's count in order to verify correctness of amount handed over