

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