

ITEMIZED RECEIPT FORM

(To be used when giving funds to the Treasurer)

Event _____

Date _____

Committee Chairman _____

Phone # _____

Person completing form _____

Phone # _____

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

Cheques	#	Name	Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$

Total Cheques \$ 0.00 1

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		

Total Bills \$ \$0 2

Coins	#	Amount
Dollar		
50 cent	0	
Quarters		
Dime		
Nickels		
Pennies		

Total Coins \$ 3

Total Deposit (1+2+3)\$

Counter's Signature _____ Date _____

Counter's Signature _____ Date _____

Received by Treasurer _____ Date _____