

# Itemized Receipt Form

(To be used when giving funds to Treasurer)

Event \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Phone No. \_\_\_\_\_

Person completing form \_\_\_\_\_ Phone No. \_\_\_\_\_

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

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 \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_

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)

# PTA Deposit Voucher

\_\_\_\_\_

Account: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Deposited by: \_\_\_\_\_

Account to Credit: \_\_\_\_\_

(If the deposit reflects more than one account, please identify each and amount that should be credited to each.)

\_\_\_\_\_  
\_\_\_\_\_

Cash/Check	For	Amount

Deposit Number: \_\_\_\_\_ Total Deposit: \_\_\_\_\_