

Itemized Deposit Receipt Form

(To be used when giving fund to Treasurer)

Event _____

Date _____

Chairman _____

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)

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total		

Total Bills \$ _____

Coins	#	Amount
Dollars		
Half-Dollars (50¢)		
Quarters (25¢)		
Dimes (10¢)		
Nickels (5¢)		
Pennies (1¢)		
Total		

Total Coins \$ _____

Total Checks (from page 2) \$ _____

Total Deposit \$ _____

Counter's Signature _____

Date _____

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)

