

## Cherry Run PTA Itemized Receipt Form

(To be used when giving funds to Treasurer)

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

Chairman \_\_\_\_\_

Person Completing Form \_\_\_\_\_

(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) \$ \_\_\_\_\_

Checks (Please list individually by source and amount, attach extra sheet if needed)

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
<b>Total Bills</b>		

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total Coins</b>		

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) **\*DO NOT LEAVE CASH OR CHECKS IN THE TREASURERS FOLDER\***