

FLORENCE ELEMENTARY PTA

Itemized Receipt Form

(to be used when giving funds to Treasure)

Event: _____

Date: _____

Chairman: _____ Phone: _____

Person Completing Form: _____ Phone: _____

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

Checks (attach a tape/written account/spreadsheet)

Total Checks \$ _____

Cash

| 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 _____

Treasurer's Signature _____

Date _____

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.