**<YOUR> PTA**

**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

|  |  |  |  |
| --- | --- | --- | --- |
| **Income Account to Credit** | **Amount** | **Income Account to Credit** | **Amount** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** |  | **$** |
|  | **$** | **Total Deposit** | **$** |