

Rice PTA Itemized Receipt Form

(To be used when giving funds 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)

Total of checks \$ _____
(listed on back)

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 _____ Date _____

Counter's Signature _____ Date _____

Received, Counted & Verified by Treasurer _____ Date _____

(When turning in a deposit to Treasurer, please allow time for another count of the total deposit.)

Date Deposited _____

List Individual Checks to be Deposited Below

	Check #	\$ Amount	Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			

Total Amount of Checks \$ _____
 (Total amount of checks to be written on front page.)