

ITEMIZED RECEIPT FORM

(To be used when giving funds to the Treasurer)

Event _____

Date _____

Committee Chairman _____

Phone # _____

Person completing form _____

Phone # _____

Email address _____

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

Is a PIE form for a business required? Y or N (circle one) Did the Committee Chair fill out the PIE form? Y or N

Cheque	#	Name	Amount	Is this a donation ?
1				
2				
3			\$	
4			\$	
5			\$	
6			\$	
7			\$	
8			\$	
9			\$	
10			\$	
11			\$	
12			\$	
13			\$	
14			\$	
15			\$	
16			\$	
17			\$	

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

Total Bills \$ _____ 2

Coins	#	Amount
Dollar		
50 cent		
Quarters		
Dime		
Nickels		
Pennies		

Total Cheques \$ _____ 1

Total Coins \$ _____ 3

Total Deposit (1+2+3) \$ _____

Counter's Signature _____ Date _____

Counter's Signature _____ Date _____

Received by Treasurer _____ Date _____