

Cash Counting Itemized Receipt Form

Event or Activity: _____ Date: _____

Chairperson: _____ Phone: _____

Person completing the receipt: _____ Phone: _____

Description & Guideline: This receipt is used when giving funds to the PTA Treasurer. The reliability of this count is important to proper management of PTA funds. The Harry Stone PTA Board requires that funds are counted by two (2) people.

CHECKS **Total Checks \$** _____.
Attach a photo copy or list of all checks

	Bills	#	Amount
1 st Counter's Signature _____	\$100		
Date _____	\$50		
	\$20		
	\$10		
	\$5		
2 nd Counter's Signature _____	\$1		
Date _____			Total Bills \$ _____.
Ledger Category _____	Coins	#	Amount
	Dollar		
	50 Cent		
Received by PTA Treasurer _____	Quarters		
Date _____	Dimes		
Date of Bank Deposit _____	Nickels		
	Pennies		
			Total Coins \$ _____.

John M. Erspamer, PTA Treasurer 2009-2010
214.340.3582 | jme_sne@sbcglobal.net

Receipt Total \$ _____.