

# KEALING MIDDLE SCHOOL PTA

## 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 Bus Supporter form for a business required? Y or N (circle one)      Did the Committee Chair fill out the Business Supporter 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			\$	

Total Cheques \$ \_\_\_\_\_ 1

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

Total Bills \$ \_\_\_\_\_ 2

Coins	#	Amount
Dollar		\$
50 cent		\$
Quarters		\$
Dime		\$
Nickels		\$
Pennies		\$

Total Coins \$ \_\_\_\_\_ 3

**Total Deposit (1+2+3) \$ \_\_\_\_\_**

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_