



ITEMIZED DEPOSIT FORM
TO BE USED WHEN GIVING FUNDS TO TREASURER

EVENT:	DATE:
CHAIRPERSON:	PHONE:
PERSON COMPLETING FORM:	PHONE:

Please make sure there are always 2 people counting money to protect the reliability of the count
Please remove start-up cash prior to count and enter on separate **START-UP CASH** deposit form.

BILLS		COINS	
\$100		DOLLAR	
\$50		50¢	
\$20		QUARTER	
\$10		DIME	
\$5		NICKEL	
\$2		PENNY	
\$1			
SUBTOTAL	\$	SUBTOTAL	\$

(please include tape/written account for checks) **TOTAL CHECKS:** \$

TOTAL CASH & COINS: \$

TOTAL DEPOSIT: \$

COUNTER 1 SIGNATURE:	DATE:
COUNTER 2 SIGNATURE:	DATE:
RECEIVED BY TREASURER:	DATE: