PTAC
NIWOT ELEMENTARY

Itemized Receipt Form
To be used when giving funds to Treasurer

Event	
Date	
Committee Chair(s)	

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

Bills	*#*	*Amount*
$ 100		
$ 50		
$ 20		
$ 10		
$ 5		
$ 2		
$ 1		
Total		

Coins	*#*	*Amount*
Dollar		
50 cent		
Quarters		
Nickels		
Dimes		
Pennies		
Total		

Check#	*Check Amount $*

Check#	*Check Amount $*

Credit Card transactions	
# transactions	
Total for Credit Cards $	

Total cash $	
Total Check $	
Total Credit Card $	
Total Deposit $	

Counter #1 signature _____

Counter #2 signature _____

Received by Treasurer _____