

**VRHS Athletic Booster Club  
Itemized Receipt Form**  
(To be used when giving funds to Treasurer)

Event \_\_\_\_\_ Date \_\_\_\_\_

Starting Cash Box Amount \$ \_\_\_\_\_ Ending Cash Box Amount \$ \_\_\_\_\_

First Counter Signature \_\_\_\_\_

Second Counter Signature \_\_\_\_\_

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

Total of checks (*attach a tape/written account*) \$ \_\_\_\_\_

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>Total</b>		

**Total Bills**

\$ \_\_\_\_\_

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total</b>		

**Total Coins** \$ \_\_\_\_\_

**Total Cash** \$ \_\_\_\_\_

**Total Deposit** \$ \_\_\_\_\_

Person Completing Form/First Counter's Signature & Phone # \_\_\_\_\_

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

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

(When making the deposit at the bank, take both the white & yellow copy of the deposit slip to be validated. Turn in the yellow validated deposit slip and a copy of the itemized Receipt Form to the Athletic Booster Club Mail Box at the front of the school. **Deposits must be made within 2 days of the event.** )