

# Receipt Form

This form must be completed when turning in all money to the business office for deposit

Class \_\_\_\_\_

Date \_\_\_\_\_

***Staff Count***

Kind	Count	Total
<b><i>Bills</i></b>		
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
<b><i>Coins</i></b>		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
<b><i>Checks</i></b>		
Total Money		

***Business Office Count***

Kind	Count	Total
<b><i>Bills</i></b>		
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
<b><i>Coins</i></b>		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
<b><i>Checks</i></b>		
Total Money		

**Staff Signature:** \_\_\_\_\_

**Business Office Signature:** \_\_\_\_\_