

**RECEIPT SUMMARY**

**DATE**  
**EVENT**  
**LOCATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This summary is for:		Select one:
Offering	Registration	Sales

If more space is needed to list checks or cash envelopes, please use additional pages.

CHECKS		CASH		CREDIT CARDS	
Name on Check	Check \$	Name on Envelope	Envelope \$	Card Type	Card \$
			<b>Credit Total</b>		
				Breakdown of total cash received:	
				100.00	
				50.00	
				20.00	
				10.00	
				5.00	
				1.00	
				0.50	
		Loose cash		0.25	
Sub-Total (page 1)		Sub-Total (page 1)		0.10	
Sub-Total (page 2)		Sub-Total (page 2)		0.05	
Sub-Total (page 3)		Sub-Total (page 3)		0.01	
<b>Check Total</b>		<b>Cash Total</b>		<b>Total = Cash Total \$</b>	

<b>TOTAL CHECKS, CASH, and CREDIT CARDS</b>	<b>\$</b>
---	-----------

Prepared by: \_\_\_\_\_

Envelopes received containing cash and including name and address will receive a receipt

