

# Party Receipts Detail

This form must be completed by the Registration Committee to account for all checks and cash received during an event. **All cash transactions must have a cash receipt.** A Cash Receipts Book is available from the Treasurer or the PPYC filing cabinet. **Complete this form and return to PPYC Treasurer with all checks, cash, and cash receipt tickets.**

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

	Participants Name	Paid For—Describe (Event Fee, Meals, Mdse, Etc.)	Amount Paid	Check or Cash?	Check Amount	Check Number	Cash Amount	Cash Receipt Ticket Number
1		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
2		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
3		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
4		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
5		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
6		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
7		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
8		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
9		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
10		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
11		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
12		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
13		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
14		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
15		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
16		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
17		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
18		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
19		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
20		<input type="checkbox"/> Event Fee <input type="checkbox"/> _____	\$	<input type="checkbox"/> Check <input type="checkbox"/> Cash	\$	#	\$	#
	<b>Totals</b>							