



Receipt of Cash Accounting Form

When a 4-H Club or Committee is conducting a fundraiser or other event where writing individual receipts may not be realistic. Examples might include bake sale, car wash, admission at the tack sale, etc. A minimum of two 4-H volunteers and/or officers, should complete this form and sign off before cash is given to the 4-H Club or Committee Treasurer or other designated person for deposit. This form can also be used to summarize cash from activities where individual receipts are utilized and attached.

Date: _____

Cash Received For: (Be specific in the description)

Cash Received From: (Be specific in the description)

Amount of Cash Received: _____

Counted By: (Print Names of a minimum of 2 non-related 4-H volunteers or officers.)

Person Counting Cash Signature	Date	Time
Person Counting Cash Signature	Date	Time
Signature of Person Receiving Cash for Deposit (Club or Committee Treasurer)	Date	Time

This form adapted from Ohio State University Extension Receipt of Cash Accounting Form.

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