SAMPLE PENNY PICK-UP RECEIPT

TO BE COMPLETED BY SCHOOL REPRESENTATIVE

(Press firmly - Use ball-point pen)

Date ________  Time ________

1) SCHOOL INFORMATION

School Name/Number __________________________
School Borough______________________________
Phone number ________________________________

2) SACKS – declare the option you used to estimate the value of your sacks (SELECT ONE).

☐ I weighed every sack: Enter the number of sacks for each weight.

_____# of Sacks weighing 30lbs.

_____# of Sacks weighing 20 lbs.

_____# of Sacks weighing 10lbs.

_____# of Sacks weighing > 10lbs.

_____Total number of sacks

☐ I estimated using lines: Enter the number of sacks next to the closest estimate for each.

_____# of Sacks filled to 30lb. line

_____# of Sacks filled to 20lb. line

_____# of Sacks filled to 10lb. line

_____# of Sacks filled > 10lb. line

_____Total number of sacks

☐ I sorted and counted: Write the total weight/value of sacks for each denomination of coins separated.

Pennies: _______lbs. / $ _______

Nickels: _______ lbs. / $ _______

Dimes: _______ lbs. / $ _______

Quarters: _______ lbs. / $ _______

_____Total number of sacks

3) CHECKS & Cash

_____Number of checks  _____Total value of checks in dollars  _____Total value of cash in dollars

Place cash & checks in a signed, sealed envelope and hand to driver.

4) SIGNATURES

School Representative Name ____________________________  Title __________

School Representative Signature __________________________

Is this person the Penny Harvest Coach? _____ Yes _____ No

TO BE COMPLETED BY DRIVER:

Driver’s No./Signature______________________________  Total # of Sacks ________________

Band Color______________________________  Total # of Envelopes ________________