

Penny Harvest a program of Common Cents

570 Columbus Avenue, New York, NY 10024 | phone: (212) PENNIES | fax: (212) 579-3488 | www.CommonCents.org

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 _____

IF PENNIES NOT PICKED UP:

- School not ready
- School not participating
- Driver missed
- Other:

(To be filled out by driver.)

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 sack.

_____ # 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 _____