CASH VERIFICATION FORM

Use this form to collect cash & checks from membership and program events.

Please be sure to:
• have all cash counted by at least two persons: (1) event chair & (1) officer, or PTA member
• include signatures of ALL persons counting cash/checks
• scan/photograph completed CASH VERIFICATION FORM for your records
• submit this completed form & all monies to the Financial Secretary AT THE EVENT

Event: _____   **Date:**_____/_____/_____

Event Chairperson: _____   **Phone:**_____

COINS:

_____ x 0.01 = $_____._____

_____ x 0.05 = $_____._____

_____ x 0.10 = $_____._____

_____ x 0.25 = $_____._____

_____ x 1.00 = $_____._____

SUBTOTAL: $_____._____

CURRENCY:

_____ x $1 = $_____.00____

_____ x $2 = $_____.00____

_____ x $5 = $_____.00____

_____ x $10 = $_____.00____

_____ x $20 = $_____.00____

_____ x $50 = $_____.00____

_____ x $100 = $_____.00____

SUBTOTAL: $_____.00____

CHECKS:

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

#_____ $_____.____   #_____ $_____.____

SUBTOTAL: $_____._____

Coins:	$.
Currency:	$.
Checks:	$.
GRAND TOTAL:	$.

Verified by:

_____ _____
PTA Member Name   Signature

_____
Chairperson's Signature

Received by:

_____
Financial Secretary's Signature

_____/_____/_____
Deposit Date

JSN 03/2015