

CASH VERIFICATION FORM (2019-2020) (use for all funds submitted to the PTSA)

1.

Date of Submission:	
Activity:	
Submitter's Name:	
Submitter's Email/phone #: (in case there are questions)	

➤ If using a cash box, please remove the start-up cash and place dollar amount here: \$_____ Place the start-up cash back into the cash box for the next day's sales/event. **Do not include the start-up cash amount in the totals below.**

2.

Coins	Pennies (1¢)	
	Nickels (5¢)	
	Dimes (10¢)	
	Quarters (25¢)	
	50-cent (50¢)	
	\$1.00 coins	
	TOTAL	(1)
Checks	How many? _____ (on back or attach itemized list)	(2)

Currency	\$1	
	\$2	
	\$5	
	\$10	
	\$20	
	\$50	
	\$100	
TOTAL	(3)	

GRAND TOTAL (1) + (2) + (3) \$_____

3. **Verification: (signatures of the two counters)** The undersigned certify these funds were received and properly accounted for.

Signature: _____ Signature _____

For Membership Dues Collections Only	
# _____ members @ \$ _____ (dues) = \$ _____ + donations \$ _____ = \$ _____	
Please note: This total should equal the above Grand Total.	

FOR TREASURER'S USE ONLY			
Amount received: \$ _____	Date received: _____	Date deposited: _____	
Budget Category: _____		Entered into QB? <input type="checkbox"/>	

