

# 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 #: <small>(in case there are questions)</small>	

➤ **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.

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

<b>Currency</b>	<b>\$1</b>	
	<b>\$2</b>	
	<b>\$5</b>	
	<b>\$10</b>	
	<b>\$20</b>	
	<b>\$50</b>	
	<b>\$100</b>	
<b>TOTAL</b>	(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?

