

# CASH VERIFICATION FORM

1. Fill out completely.
2. Use 1 form per Budget Category.
3. Do not combine deposits.
4. Put money in envelope.

Date: \_\_\_\_\_ Activity: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Budget Category: \_\_\_\_\_

## COINS

	X	.01	=	
	X	.05	=	
	X	.10	=	
	X	.25	=	
	X	.50	=	
	X	1.00	=	
<b>TOTAL</b>				\$

## CURRENCY

	X	\$1.00	=	
	X	\$5.00	=	
	X	\$10.00	=	
	X	\$20.00	=	
	X	\$50.00	=	
	X	\$100.00	=	
<b>TOTAL</b>				\$

## CHECKS (attach itemized list – spreadsheet or adding machine tape)

# of Checks		TOTAL	\$
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<b>GRAND TOTAL</b>	\$
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## VERIFICATION (signatures of the 2 counters)

We the undersigned certify these funds were received for PTA activities & were properly accounted for.

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

## PETTY CASH

Is any part of this deposit Cash Box Reimbursement? Yes No

If YES, how much? \$ \_\_\_\_\_

### *For Treasurer's Use Only*

Amt Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Ent. By: \_\_\_\_\_

Note: After treasurer has verified & deposited funds, it's a good idea to provide the person who submitted the funds with a copy of the deposit slip.