



CASH/CHECK VERIFICATION FORM

- Use this form for recording & submitting funds for deposit such as membership, fundraisers, & donations.
- Two PTA members must count & verify the amounts listed on this form before turning over to the financial secretary. Both individuals sign & print their names under verification below.
- Please contact **Kelly Cruz**, Financial Secretary at **714-287-2548** to arrange to hand over the money from your event & obtain record. Do NOT leave money at the school unattended.

Event: _____ Date: _____

1 COINS:

_____ x 1¢ = _____
 _____ x 5¢ = _____
 _____ x 10¢ = _____
 _____ x 25¢ = _____
 _____ x 50¢ = _____
 _____ x \$1 = _____

COINS SUB-TOTAL \$ _____

2 CASH

_____ x \$ 1 = _____
 _____ x \$ 5 = _____
 _____ x \$ 10 = _____
 _____ x \$ 20 = _____
 _____ x \$ 50 = _____
 _____ x \$100 = _____

CASH SUB-TOTAL \$ _____

4 CHECKS:

If you have more than 10 checks, you must use an adding machine tape or Excel printout showing all items matching the grand total. Maximum deposit of 28 checks.

| | |
|----------------------|----------------------|
| 1. # _____ \$ _____ | 15. # _____ \$ _____ |
| 2. # _____ \$ _____ | 16. # _____ \$ _____ |
| 3. # _____ \$ _____ | 17. # _____ \$ _____ |
| 4. # _____ \$ _____ | 18. # _____ \$ _____ |
| 5. # _____ \$ _____ | 19. # _____ \$ _____ |
| 6. # _____ \$ _____ | 20. # _____ \$ _____ |
| 7. # _____ \$ _____ | 21. # _____ \$ _____ |
| 8. # _____ \$ _____ | 22. # _____ \$ _____ |
| 9. # _____ \$ _____ | 23. # _____ \$ _____ |
| 10. # _____ \$ _____ | 24. # _____ \$ _____ |
| 11. # _____ \$ _____ | 25. # _____ \$ _____ |
| 12. # _____ \$ _____ | 26. # _____ \$ _____ |
| 13. # _____ \$ _____ | 27. # _____ \$ _____ |
| 14. # _____ \$ _____ | 28. # _____ \$ _____ |

CHECK SUB-TOTAL \$ _____

3 CURRENCY SUB-TOTAL \$ _____
Total Coins + Total Cash = Currency Sub-Total

5 GRAND TOTAL: _____ \$ _____
Currency Sub-Total + Total Checks = GRAND TOTAL

| VERIFICATION | | Amount Received: \$ | |
|--------------------------------------|----------------------|-----------------------|--|
| Signature 1: _____ | Print Name: _____ | | |
| Signature 2: _____ | Print Name: _____ | | |
| Financial Secretary Signature: _____ | Date Received: _____ | Date Deposited: _____ | |