



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 **Christine Herr**, Financial Secretary at **949-412-2621** 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: _____