

Cash Verification Form

**LANDELS
PTA**

*Mas gūžas ir, ir nāry vārds
Muchos corazones, muchas manos*



- TWO PEOPLE REQUIRED TO VERIFY THIS FORM!
- Both persons verifying cash for deposit need to sign under 1) and 2) below.
- Make 2 photocopies for the form. Place 1 in the Treasurer's file and keep the other for reference.
- Call, text or email Masami to inform her you have a deposit ready.

TEL: INSERT EMAIL: INSERT

Activity/Event Name: _____ Date: _____

Donations not relating to an event: _____ # Memberships: _____

COINS # of		
	x 1¢ =	
	x 5¢ =	
	x 10¢ =	
	x 25¢ =	
	x 50¢ =	
	x \$1 =	
TOTAL:		\$

CURRENCY # of		
	x \$1 =	
	x \$5 =	
	x \$10 =	
	x \$20 =	
	x \$50 =	
	x \$100 =	
TOTAL:		\$

CHECKS : Attach adding machine tape if more than 20.			
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
#	\$	#	\$
TOTAL CHECKS:		\$	
TOTAL COINS:		\$	
TOTAL CURRENCY :		\$	
GRAND TOTAL:		\$	

Prepared By (Print name): _____ Verified By (Print Name): _____

Signature 1: _____ Date: _____

Signature 2: _____ Date: _____

Financial Secretary : _____ Date: _____