marengo pta

CASH VERIFICATION FORM

Fill this form out before turning in cash/checks to the Treasurer.

Activity: _____ Date: _____

COINS

_____x 1 = _____
_____x 5 = _____
_____x 10 = _____
_____x 25 = _____
_____x 50 = _____
_____x $1 = _____
Total $_____

CURRENCY

_____x $1 = _____
_____x $5 = _____
_____x $10 = _____
_____x $20 = _____
_____x $50 = _____
_____x $100 = _____
Total $_____

CHECKS

# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____
# _____	$_____	# _____	$_____

If you have a large number of checks to report - please contact the treasurer first.

Cash Subtotal: $_____
Check Subtotal: $_____
Additional Check Subtotal: $_____
GRAND TOTAL: $_____

TWO PTA MEMBERS MUST BE PRESENT WHEN COUNTING MONEY

Signature #1_____ Phone #:_____
Signature #2 _____Phone #:_____

TREASURER

Amount Received: $_____ Date: _____
Signature:_____