

CASH VERIFICATION FORM 2022-2023

ACTIVITY _____ DATE _____

Instructions:

1. Complete separate forms for different activities.
2. There **must** be 2 unique PTA members to count the money and sign the form.
3. Fill in amount of coins, notes, and checks. Make sure you write the check # next to the check amount.
4. If >16 checks, spreadsheet required. (make 2 copies)
5. Each check should be:
 - Made out to Westpark **PTA**
 - **Dated** and **signed**
 - **Endorsed** on back w/stamp
 - **Photocopied** with routing #s clearly visible on bottom of checks (multiple checks on one sheet okay)
6. Original form, coins, notes, checks, and spreadsheet (if applicable) delivered to safe.

COINS:		CHECKS:	
1¢ =	_____	#	\$ _____
5¢ =	_____	#	\$ _____
10¢ =	_____	#	\$ _____
25¢ =	_____	#	\$ _____
50¢ =	_____	#	\$ _____
\$1 =	_____	#	\$ _____
TOTAL COINS:	\$ _____	#	\$ _____
		#	\$ _____
NOTES:		#	\$ _____
\$1 =	_____	#	\$ _____
\$2 =	_____	#	\$ _____
\$5 =	_____	#	\$ _____
\$10 =	_____	#	\$ _____
\$20 =	_____	#	\$ _____
\$50 =	_____	#	\$ _____
\$100 =	_____	#	\$ _____
TOTAL NOTES:	\$ _____		
TOTAL COINS+NOTES:	\$ _____	TOTAL CHECKS:	\$ _____

GRAND TOTAL \$ _____

COUNTED BY:

 SIGNATURE

 SIGNATURE

 PRINT NAME

 PRINT NAME