

Instructions: Complete for all PTA activity cash/check receipts and sign on the 1<sup>st</sup> signature line (located at bottom left section of the form under "For Official Use Only"). A second cash verification and signature is required (2<sup>nd</sup> signature line located at bottom left section of the form). Once all verification and signatures are complete, please submit to the PTA Treasurer for confirmation and deposit. **Note:** The bottom right section of the form is to be completed by the PTA Treasurer only.



## CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

UNIT NAME Creekside PTA

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** Attach adding machine tape of itemized checks.

# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
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# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____
# _____ \$ _____	# _____ \$ _____

TOTAL \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

<b>Membership Dues</b>	
# _____ members @ \$ _____ (dues) = \$ _____	+ donations = \$ _____ Grand Total \$ _____

FOR OFFICIAL USE ONLY	
Signature _____	Amount Received: \$ _____
Signature _____	Signature _____
Signature _____	Date _____