

**CASH VERIFICATION FORM 2020-2021**

**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)

1. 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