

# CASH VERIFICATION FORM

## HPE PTO

Date \_\_\_\_\_ Activity \_\_\_\_\_

Chairperson \_\_\_\_\_ Budget category \_\_\_\_\_

<b>Coins</b>	<u>                    </u>	X	.01	=	<u>                    </u>
	<u>                    </u>	X	.05	=	<u>                    </u>
	<u>                    </u>	X	.10	=	<u>                    </u>
	<u>                    </u>	X	.25	=	<u>                    </u>
	<u>                    </u>	X	.50	=	<u>                    </u>
	<u>                    </u>	X	1.00	=	<u>                    </u>

**Total 1** \$ \_\_\_\_\_

<b>Currency</b>	<u>                    </u>	X	\$1.00	=	<u>                    </u>
	<u>                    </u>	X	\$5.00	=	<u>                    </u>
	<u>                    </u>	X	\$10.00	=	<u>                    </u>
	<u>                    </u>	X	\$20.00	=	<u>                    </u>
	<u>                    </u>	X	\$50.00	=	<u>                    </u>
	<u>                    </u>	X	\$100.00	=	<u>                    </u>

**Total 2** \$ \_\_\_\_\_

**Checks**      How many? \_\_\_\_\_ (Attach itemized list)      **Total 3** \$ \_\_\_\_\_

**Cash Box Reimbursement** (change/petty cash)      **Total 4** \$ \_\_\_\_\_

**Grand Total (Total 1 + Total 2 + Total 3 - Total 4)** \$ \_\_\_\_\_

**For Membership Dues Collection Only**

# \_\_\_\_\_ members @ \$ \_\_\_\_\_ (dues) = \$ \_\_\_\_\_ + donations \$ \_\_\_\_\_ - petty cash \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Please note: This total should equal the above Grand Total.**

**Verification: (signature of the two counters)** *The undersigned certify these funds were received and properly accounted for.*

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**For Treasurer's Use Only**

Amount received: \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Date deposited: \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.