

# Mt. Bethel PTA Cash Verification Form

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

Chairperson \_\_\_\_\_ Budget Category \_\_\_\_\_

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____
Currency	_____	X	\$1.00	=	_____
	_____	X	\$5.00	=	_____
	_____	X	\$10.00	=	_____
	_____	X	\$20.00	=	_____
	_____	X	\$50.00	=	_____
	_____	X	\$100.00	=	_____

Total \$ \_\_\_\_\_

Checks      How many? \_\_\_\_\_      Total \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Checks should be bundled in groups of 50 or less and include an adding machine tape totaled twice for verification purposes. Turn this form in to the Treasurer only after two people have counted the attached money and signed below. After the Treasurer makes the deposit, a "receipt of cash" ticket will be left in the appropriate committee folder in the PTA file cabinet in the front office for your receipt.

Verification: We/(I) the undersigned certify these funds were received for PTA activities and were properly accounted for.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>For Treasurer's Use Only</b>		
Amount Received: \$ _____	Date Received: _____	Date Deposited: _____
Account Number: _____		