

# PTSA LIVERMORE HIGH PTSA CASH VERIFICATION FORM

Deposit # \_\_\_\_\_

*This form is required when submitting all monies to the Treasurer.*

Activity: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson of Activity: \_\_\_\_\_

## 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 \$

Membership Dues: \_\_\_\_\_ members @ \$5 \_\_\_\_\_ members @ \$10

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

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

*All monies must be counted and verified by two people; at least one must be a chairperson or officer. The two persons cannot be related by blood, marriage, or living in the same household.*

### Treasurer's Use Only

Amount Received \$ \_\_\_\_\_

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

Date: \_\_\_\_\_

EB Mtg:

Gen Mtg:

Stmt:

The Cash Verification form is used to record all payments made by the Livermore High PTSA.  
This form must be submitted with all monies and must have two verification signatures.

### Procedure for this form:

1. Complete this form.
2. Submit form and monies to Treasurer.
3. Treasurer will:
  - a. Verify monies match the Grand Total.
  - b. Sign and date bottom right of form.
  - c. Give a copy of signed form to Chairperson.

<b>Activity</b>	Enter the activity at which the monies were collected.
<b>Date</b>	Today's date.
<b>Chairperson</b>	The name of the chairperson for this activity, if applicable.
<b>COINS</b>	Separate the coins and enter them as indicated.
<b>CHECKS</b>	Write the check number and the amount for each check separately. Attach an adding machine tape for the checks. If there are more checks than space available, attach a second Cash Verification Form as page 2.
<b>CURRENCY</b>	Separate the dollars by denomination and enter them as indicated.
<b>GRAND TOTAL</b>	Enter the grand total of all coins, checks, and currency.
<b>Membership Dues</b>	If the monies collected is for membership, indicate the number of members who've paid.
<b>Verification Signature</b>	The monies must be counted by two people. At least one of the people must be a chairperson or officer. Each person who counted the monies must sign this form as verification. The two verification signatures cannot be from two people who are related by blood, marriage, or living in the same household.

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### Treasurer's Use Only

Amount Received	Enter the grand total of monies received.
Signature	Sign the form to verify amount received.
Date	Today's Date.

**The Deposit for this activity should match the Grand Total and Amount Received on this form.**