

FPTC

# D \_\_\_\_\_

CASH VERIFICATION & DEPOSIT FORM

One form per fund, please.

TODAY'S DATE: \_\_\_\_\_

ACTIVITY GENERATING THESE PROCEEDS: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

THE FOLLOWING MONIES HAVE BEEN RECEIVED:

CHECKS:

(Attach adding machine tape of individual checks or list individual checks in the following spaces)
(List additional checks on back or a separate piece of paper)

Table with 6 columns: Check #, Check Amount, Check #, Check Amount, Check #, Check Amount. Each row contains a check number and amount in dollars.

TOTAL NUMBER OF CHECKS: \_\_\_\_\_ TOTAL CHECKS \$ \_\_\_\_\_

PAPER BILLS:

COINS:

(Please roll coins and put leftover coins in sealed envelope labeled with amount.)

\$ 1. \_\_\_\_\_ x \$ 1. = \_\_\_\_\_
\$ 5. \_\_\_\_\_ x \$ 5. = \_\_\_\_\_
\$ 10. \_\_\_\_\_ x \$10. = \_\_\_\_\_
\$ 20. \_\_\_\_\_ x \$20. = \_\_\_\_\_
Other \_\_\_\_\_

Pennies \_\_\_\_\_ x \$.01 = \_\_\_\_\_
Nickels \_\_\_\_\_ x \$.05 = \_\_\_\_\_
Dimes \_\_\_\_\_ x \$.10 = \_\_\_\_\_
Quarters \_\_\_\_\_ x \$.25 = \_\_\_\_\_
Other \_\_\_\_\_

TOTAL PAPER BILLS \$ \_\_\_\_\_

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

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

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

THE ABOVE AMOUNTS HAVE BEEN COUNTED, RECONCILED AND VERIFIED BY THE FOLLOWING:

Print Name Initial Print Name Initial

Please attach all adding machine tapes, bank receipts, etc. and give to the Treasurer.

\*\*\*\*\* For Treasurer's Use Only \*\*\*\*\*

\$ \_\_\_\_\_ was received on \_\_\_\_\_ from \_\_\_\_\_
(Amount) (Date) (Name)

These funds were deposited in the FPTC checking account on \_\_\_\_\_ (Date)

Depositor's Signature \_\_\_\_\_

Budget Category: \_\_\_\_\_