



CASH VERIFICATION & DEPOSIT FORM

ONE FORM PER FUND, PLEASE.

TODAY'S DATE: _____

ACTIVITY / BUDGET CATEGORY: _____

NAME: _____ PHONE NUMBER: _____

THE FOLLOWING MONEY HAS BEEN RECEIVED FOR THE ACTIVITY:

CHECKS:

(Please attach adding machine tape of individual checks or list individual checks in the following spaces. List additional checks on a separate form and staple to this form.)

Check #:	Check Amount:	Check #:	Check Amount:	Check #:	Check Amount:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL NUMBER OF CHECKS: _____ **TOTAL CHECK AMOUNT: \$** _____

PAPER BILLS:

COINS:

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

<i>NUMBER OF BILLS:</i>		<i>TOTAL AMOUNT:</i>		<i>NUMBER OF COINS:</i>		<i>TOTAL AMOUNT:</i>	
\$1: _____	\$ _____	\$0.01 : _____	\$ _____	\$0.05 : _____	\$ _____	\$ _____	\$ _____
\$5: _____	\$ _____	\$0.10 : _____	\$ _____	\$0.25 : _____	\$ _____	\$ _____	\$ _____
\$10: _____	\$ _____	\$0.50 : _____	\$ _____	\$1.00 : _____	\$ _____	\$ _____	\$ _____
\$20: _____	\$ _____						
\$50: _____	\$ _____						
\$100: _____	\$ _____						

TOTAL (PAPER BILLS): \$ _____ **TOTAL (COINS): \$** _____

GRAND TOTAL FOR DEPOSIT: \$ _____

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

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

*****FOR PTC BOARD USE ONLY*****

\$ _____ was received on _____ from _____
(AMOUNT) (DATE) (NAME)

THESE FUNDS WERE DEPOSITED INTO THE PTC CHECKING ON _____
(DATE)

DEPOSITOR SIGNATURE: _____