

Stanley Middle School PTA

Cash Verification & Deposit Form

1. Two people need to count and verify cash/checks being submitted. Sign the form yourself on the "Submitted by" line and have the person who double counts/verifies the cash and checks sign on the "Verified by" line.
2. Ask a member of the Stanley office staff to place any large amounts of cash in the school safe.

Activity: _____ **Date:** _____

Coins:

_____ x \$0.01 = _____
 _____ x \$0.05 = _____
 _____ x \$0.10 = _____
 _____ x \$0.25 = _____
Total = _____

Checks (continue on 2nd page if necessary)

Check #:	Check Amount:
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____

Currency:

_____ x \$1.00 = _____
 _____ x \$5.00 = _____
 _____ x \$10.00 = _____
 _____ x \$20.00 = _____
 _____ x \$50.00 = _____
 _____ x \$100.00 = _____

Total Cash: \$ _____

Total Checks: \$ _____

Grand Total: \$ _____

Submitted by: _____ Telephone #: _____

Verified by: _____ Telephone #: _____

Rec'd by PTA Officer: _____ Date: _____