

PARMALEE PTA
CASH + PAYMENT RECEIPT VERIFICATION

Please turn in this form with any and all payments to PTA

FUNDRAISER/EVENT: _____

SOURCE OF CASH + PAYMENTS: _____

DATE _____

TOTAL AMOUNT OF CASH: _____ RECOUNT CASH: _____

TOTAL AMOUNT OF COIN: _____ RECOUNT COIN: _____

TOTAL AMOUNT OF CHECKS: _____ RECOUNT CHECKS: _____

TOTAL AMOUNT TO BE DEPOSITED: _____ RECOUNT TOTAL: _____

Signature of person turning in money

Signature of 2nd person verifying cash count

TREASURER VERIFICATION:

TOTAL AMOUNT OF CASH: _____ RECOUNT CASH: _____

TOTAL AMOUNT OF COIN: _____ RECOUNT COIN: _____

TOTAL AMOUNT OF CHECKS: _____ RECOUNT CHECKS: _____

TOTAL AMOUNT TO BE DEPOSITED: _____ RECOUNT TOTAL: _____

Treasurer Signature

Date

Total amount given to treasurer and total amount deposited in the bank should be the same amount. If there is a difference, explain below:
