



ACTIVITY/EVENT: \_\_\_\_\_

## DANA HILLS HIGH SCHOOL PTSA CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

ACTIVITY \_\_\_\_\_

DATE \_\_\_\_\_

**COINS/CURRENCY**

\_\_\_\_\_ X 1¢ = \_\_\_\_\_  
 \_\_\_\_\_ X 5¢ = \_\_\_\_\_  
 \_\_\_\_\_ X 10¢ = \_\_\_\_\_  
 \_\_\_\_\_ X 25¢ = \_\_\_\_\_  
 \_\_\_\_\_ X 50¢ = \_\_\_\_\_  
 \_\_\_\_\_ X \$1 = \_\_\_\_\_

COIN TOTAL \$ \_\_\_\_\_

\_\_\_\_\_ X \$1 = \_\_\_\_\_  
 \_\_\_\_\_ X \$5 = \_\_\_\_\_  
 \_\_\_\_\_ X \$10 = \_\_\_\_\_  
 \_\_\_\_\_ X \$20 = \_\_\_\_\_  
 \_\_\_\_\_ X \$50 = \_\_\_\_\_  
 \_\_\_\_\_ X \$100 = \_\_\_\_\_

CURRENCY TOTAL \$ \_\_\_\_\_

**CHECKS** *(Attach adding machine tape of itemized checks)*

|         |          |         |          |
|---------|----------|---------|----------|
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |
| # _____ | \$ _____ | # _____ | \$ _____ |

CHECK TOTAL \$ \_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_**  
*(Coins + Currency + Checks)*

▶ **Run TWO tapes** – one tape on the actual checks, one on the itemized list above (the totals should match)

▶ **Signatures:**

Tapes Run by: \_\_\_\_\_ Verified by: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Amount Received for Deposit \$ \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_