

The Cash Verification Form is used to record all monies given to the WCHSBPA Treasurer. This form must be submitted with all monies and must have two verification signatures.

Procedure for Cash Verification Form

1. Complete this form.
2. Submit form and monies to Treasurer (monies to Treasurer within 5 days).
3. Treasurer will:
 - a. Verify monies match the Grand Total.
 - b. Sign and date bottom right of form.

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|------------------------|---|
| Activity | Enter the activity at which the monies were collected. |
| Date | Today's date. |
| COINS | Separate the coins and enter them as indicated. |
| CHECKS | Write the check number and the amount for each check separately If there are more checks than space available, attach a second Cash Verification Form as page 2. |
| CURRENCY | Separate the dollars by denomination and enter them as indicated. |
| DONATIONS | Separate the donation and enter them as indicated. |
| GRAND TOTAL | Enter grand total of all coins, checks, and currency. |
| Verification Signature | The monies must be counted by two people. Each person who counted the monies must sign this form as verification. The two verification signatures cannot be from two people who are related by blood, marriage, or living in the same household. |

Treasurer's Use Only

| | |
|-----------------|--|
| Amount Received | Enter grand total of monies received. |
| Signature | Sign the form to verify amount received. |
| Date | Today's Date. |

The Deposit for this activity should match the Grand Total and Amount Received on this form.