



## Roswell High School PTSA Funds Verification Form

Treasurer: Britton House • Treasurer@rhsptsa.org • Phone/Text: 770-309-6221

Date: \_\_\_\_\_

Activity: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Budget Line: \_\_\_\_\_

**Section 1. Cash & Checks (petty cash must be accounted for separately on its own form):**

Denomination	Qty	Unit	Total	#	Check Number	Name	Amount
Pennies		x \$ .01		1			
Nickels		x \$ .05		2			
Dimes		x \$ .10		3			
Quarters		x \$ .25		4			
Ones		x \$ 1		5			
Fives		x \$ 5		6			
Tens		x \$ 10		7			
Twenties		x \$ 20		8			
Fifties		x \$ 50		9			
Hundreds		x \$ 100		10			
<b>Currency Total:</b>				<b>Total # of Checks</b>		<b>Check Total:</b>	

<b>Total Funds Received:</b>	
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**Section 2. Membership Dues (if applicable):**

Level _____	= \$	_____
Donations _____	= \$	_____
Other _____	= \$	_____
This total should match above = \$ _____		

**Section 3. Verification (2 counters, not including Treasurer):**

By signing this form, you are certifying that these funds were received and properly accounted for.

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

***For Treasurer's Use Only***

Amount Received: \_\_\_\_\_

Date Received: \_\_\_\_\_

Charged to Budget Line: \_\_\_\_\_

Comments: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_