



Roswell High School PTSA Funds Verification Form

Treasurer: Jennifer Engel • Treasurer@rhsptsa.org • Phone/Text: 404-944-4979

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			
Currency Total:				Total # of Checks		Check Total:	

Total Funds Received:	
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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: _____