

The Cash Verification Form is used to record all payments made by Kelly Yeh Treasurer of WCHSBPA
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.

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.