

# STUDENT BODY - EDDYVILLE CASH VERIFICATION FORM

*This form is required when submitting all monies to the Treasurer / Front Office.*

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

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

Chairperson of Activity/Teacher: \_\_\_\_\_

## COINS

\_\_\_\_\_ x 1¢ = \_\_\_\_\_

\_\_\_\_\_ x 5¢ = \_\_\_\_\_

\_\_\_\_\_ x 10¢ = \_\_\_\_\_

\_\_\_\_\_ x 25¢ = \_\_\_\_\_

\_\_\_\_\_ x 50¢ = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

## CURRENCY

\_\_\_\_\_ x \$1 = \_\_\_\_\_

\_\_\_\_\_ x \$5 = \_\_\_\_\_

\_\_\_\_\_ x \$10 = \_\_\_\_\_

\_\_\_\_\_ x \$20 = \_\_\_\_\_

\_\_\_\_\_ x \$50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

## CHECKS

Alternate option: Photocopy front and back of each check received, attach backup.

# \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_

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# \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_

# \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_

Verification Signature: \_\_\_\_\_

Verification Signature: \_\_\_\_\_

*All monies must be counted and verified by two people; at least one must be the activity leader or a district employee. Counters must NOT be related.*

**Office Use Only**

Amount Received \$ \_\_\_\_\_

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

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

**Procedure for  
Student Body - Eddyville Cash Verification Form:**

1. Complete this form.
2. Submit form and monies to Treasurer / Front Office.
3. Treasurer / Front Office will:
  - a. Verify monies match the Grand Total.
  - b. Sign and date bottom right of form.
  - c. Give a copy of signed form to Activity Chairperson / Teacher.

**Activity** -Enter the activity at which the monies were collected.

**Date** -Today's date.

**Chairperson/Teacher** -The name of the chairperson for this activity, if applicable.

**COINS** -Separate the coins and enter them as indicated.

**CHECKS** -Write the check number and the amount for each check separately. Attach an adding machine tape for the checks. If there are more checks than space available, attach a second Cash Verification Form as page 2. If using the alternate, photocopy front and back of checks and attach as backup.

**CURRENCY** -Separate the dollars by denomination and enter them as indicated.

**GRAND TOTAL** -Enter the grand total of all coins, checks, and currency.

Verification Signature The monies must be counted by two people. At least one of the people must be an activity leader or district employee. Each person who counted the monies must sign this form as verification.



**Treasurer/ Front Office Use Only**

Amount Received Enter the 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.**