



Cash Received (Verification) Form

(For Cash Received at an Event)

All cash received at an event needs to be accounted for. Two people need to count the cash and complete this Cash Verification Form attesting to the cash received. The event organizer will deposit the cash based on instructions from the Treasurer. The signed document attesting to the amount of cash received must be forwarded to the Treasurer.

IMPORTANT: Cash received at an event should not be used to reimburse event related expenses at the event.

Event Name: _____

Event Activity: _____ Date: _____

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 \$ _____

GRAND TOTAL \$ _____

VERIFIED BY

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Send this form with supporting documentation to Club Treasurer: treasurer@pnwpwdc.org