

PINELLAS COUNTY SCHOOLS  
VERIFICATION OF FUNDS

**Instructions**

This form should be used when there is no source document (signature sheet or receipt book) supporting funds being submitted to the bookkeeper for receipt. Examples of this would be, but are not limited to, garage sale, auction, tag day, car wash concessions, spirit chains, and spontaneous donations. The funds must be counted and verified by two individuals other than the bookkeeper, and so indicated by their signatures on this form.

SCHOOL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCOUNT NAME AND NUMBER: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

We do hereby **certify** that \$ \_\_\_\_\_ represents the total revenue received from the above activity held on the documented date. It is required that **two** individuals verify the funds, as documented by the **two** signatures below.

Money verified by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

currency  
\$100.00 \_\_\_\_\_  
50.00 \_\_\_\_\_  
20.00 \_\_\_\_\_  
10.00 \_\_\_\_\_  
5.00 \_\_\_\_\_  
1.00 \_\_\_\_\_ total \_\_\_\_\_ . \_\_\_\_\_

coin  
\$1.00 \_\_\_\_\_  
.50 \_\_\_\_\_  
.25 \_\_\_\_\_  
.10 \_\_\_\_\_  
.05 \_\_\_\_\_  
.01 \_\_\_\_\_ total \_\_\_\_\_ . \_\_\_\_\_

TOTAL OF CHECKS \_\_\_\_\_ . \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_ . \_\_\_\_\_

\_\_\_\_\_  
CASH RECEIPT NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOOKKEEPER'S INITIALS