

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