



Haggard Middle School PTA Petty Cash Verification Form

Instructions:

(1) Two PTA members at event must count petty cash prior to event and complete this form. (2) Include petty cash separately on final deposit so it is not included in event income.

Name of Event: _____ Date: _____

Starting Petty Cash Received											
Bills	x	Quantity	=	Total		Coins	x	Quantity	=	Total	
\$100	x	_____	=	_____		Dollar	x	_____	=	_____	
\$50	x	_____	=	_____		50 Cent	x	_____	=	_____	
\$20	x	_____	=	_____		Quarters	x	_____	=	_____	
\$10	x	_____	=	_____		Dimes	x	_____	=	_____	
\$5	x	_____	=	_____		Nickels	x	_____	=	_____	
\$2	x	_____	=	_____		Pennies	x	_____	=	_____	
\$1	x	_____	=	_____							
				Total Bills		Total Coins					
						Total beginning Petty Cash					

(Please Print)

Counter 1 Name: _____ Signature: _____

Counter 2 Name: _____ Signature: _____

Treasurer's Notes			
Verified to check request	Yes/No	Shown on final deposit:	Yes/No