

**Cockeysville Middle School PTA**

**Cash, Check & Online Payment Verification Form 2022-2023**

**Directions:** Maryland PTA requires that at least two (2) people count money at the end of each event/activity.

1. At least one counter must be a PTA Board Member, but not necessarily the event chairperson.
2. Each counter and the event chairperson should keep a copy of this signed form for his/her records.
3. At no time should PTA funds be taken home by a volunteer.
4. Money should be counted immediately at the close of each event and given to the PTA Treasurer.
5. The PTA Treasurer should not receive money that is not accompanied by this completed form.
6. If you have questions, please email [treasurer@cockeysvillemiddlepta.org](mailto:treasurer@cockeysvillemiddlepta.org).

<b>Date:</b>	
<b>Name of person submitting money:</b>	
<b>Email address:</b>	
<b>Event/Activity:</b>	

**CASH:**

Type of Bill	#	Amount	Type of Coin	#	Amount
\$100.00		\$	Dollar		\$
\$50.00		\$	Half dollar		\$
\$20.00		\$	Quarter		\$
\$10.00		\$	Dime		\$
\$5.00		\$	Nickel		\$
\$2.00		\$	Penny		\$
\$1.00		\$			
<b>Total Amount of Bills: \$</b>			<b>Total Amount of Coins: \$</b>		

**Total Cash Amount: \$**

**CHECKS:**

	Name	Check #	Amount		Name	Check #	Amount
1.				25.			
2.				26.			
3.				27.			
4.				28.			
5.				29.			
6.				30.			
7.				31.			
8.				32.			

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9.				33			
10.				34.			
11.				35.			
12.				36.			
13.				37.			
14.				38.			
15.				39.			
16.				40.			
17.				41.			
18.				42.			
19.				43.			
20.				44.			
21.				45.			
22.				46.			
23.				47.			
24.				48.			

**Total Check Amount: \$** \_\_\_\_\_

**VERIFICATION:**

Counter #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counter #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not write below this line (for PTA Treasurer use only)

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Total amount deposited:		
Budget account name:		Amount: \$
Budget account name:		Amount: \$

PTA Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_