

Valley Road School PTA • Clark, NJ

Proceeds Collected Verification

Please complete & submit original to Treasurer and retain a copy in Committee folder.

CHAIRPERSON NAME: _____

ACTIVITY: _____

DATE: _____

BILLS	AMOUNT COLLECTED	COINS	AMOUNT COLLECTED
\$100's		Quarters	
\$50's		Dimes	
\$20's		Nickels	
\$10's		Pennies	
\$5's		Total Coins Collected	
\$1's			
Total Bills Collected			

TOTALS:

TOTAL AMOUNT of Cash/Coin

TOTAL Amount of Checks

If you have multiple checks, please list check number and amounts on the back of document.

**GRAND TOTAL
(INCLUDES CASH, COIN & CHECKS)**

VERIFIED BY: _____

VERIFIED BY: _____

There must always be two signatures present to verify dual control of monies collected. These signatures should include the Chairperson of Committee implementing the activity and Valley Road School Treasurer, Michelle Chesney. If you have any questions regarding this form, please feel free to contact me at 908.403.8885 or via email michellechesney1@gmail.com. 8.2018

Sincerely, *Michelle Chesney*, Valley Road School PTA Treasurer

