Verification of Receipt Form (VRF)
For Monies Collected

Event:_____ **Deposit #**_____ **Date:**_____ **Page**__ **of** __

COINS				
Pennies	.01	x	_____	= _____
Nickels	.05	x	_____	= _____
Dimes	.10	x	_____	= _____
Quarters	.25	x	_____	= _____
Other	.__	x	_____	= _____

Total Coins (A): _____

CURRENCY				
Ones	1.00	x	_____	= _____
Fives	5.00	x	_____	= _____
Tens	10.00	x	_____	= _____
Twenties	20.00	x	_____	= _____
Other	__.__	x	_____	= _____

Total Currency (B): _____

CHECKS

Teacher	Check #	Name	Amount	Teacher	Check #	Name	Amount

A spreadsheet can be used for logging in the checks received. Attach the spreadsheet to the VRF and fill-out the rest of the form as needed.

TOTAL CHECK AMOUNT (C): _____

GRAND TOTAL (A + B + C):

- ✓ Make sure that the teacher's name, child's name and event are clearly written on each check.
- ✓ Turn in all paperwork and money to the Financial Secretary.

Verification by two people who have counted the money for this event.

Signature: _____ Date:_____ **Signature**: _____ Date:_____

Financial Secretary's Signature: _____ Date: _____