

Treasurer's Log- Event Money Verification Log (Form # 5, Revision C, 5/12/2015)(Page 1 of 3)

When money is removed from the cash box, then the following must happen:

- Assign a Log number to the Event Money Verification Form- see the Treasurer's Log
- Make a **copy of the Event Money Verification Form**(Form #3)- one form will be kept with the Treasurer's Log and one copy will go with the actual money
- Log this Event Money Verification Form into the Treasurer's Log, Date, enter total cash and checks and sign that you have placed the money in the PTO box.

Event Money Verification Form-Log #	Date placed in vault	Total \$ cash and checks	Sign that you placed money in PTO Treasure's box	Person removing cash from vault for deposit	Date removed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

*****Deposits must be made within 24 hours of removal from vault*******

Treasurer's Log- Reimbursement log (Form #5, Revision B, 5/12/2015)(Page 2 of 3)

When a reimbursement request is removed from the office vault, the individual removing the items must log that they have been removed from the vault.

Who is requesting?	Is this a bill?	Purpose of request	Person removing forms from the vault to process	Date removed	Paid	Delivery Method

***** The Reimbursement Form is to be kept in the Treasurer's Log Book after process is complete. The form should be marked paid after it is paid. Reimbursements should be paid within 2 weeks of receipt.**

Treasurer's Log- Checks for Deposit- This is for checks received from Sponsors, Spirit Nights, Box Tops, Publix, Spring Fling and any other checks received for deposit. (Form #5, Revision C, 5/12/2015) (page 3 of 3)

Check Number	Amount	From Whom	Person removing for deposit	Date

*****Deposits must be made within 24 hours of removal from vault*******

