

**JAMES MADISON HIGH SCHOOL P.T.S.A.  
MONEY COLLECTION SIGNATURE FORM**

- Money collected by the PTSA at EVENTS must be counted by two people.
- Both counters must use this form to sign off on the amount collected.
- The money must be counted immediately following the event
- Funds collected should be promptly turned in to treasurer for deposit - **No Exceptions**

This procedure protects both the PTSA and the volunteers involved.

**EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**MONEY COLLECTED:**

**CASH        \$** \_\_\_\_\_

**CHECKS     \$** \_\_\_\_\_

**MONEY COUNTED BY (need two counters):**

\_\_\_\_\_

\_\_\_\_\_

**DATE RECEIVED BY TREASURER:**

\_\_\_\_\_

**Treasurer:** Dayna Kaserman  
**Contact Info:** 2500 Lakevale Drive  
703-319-2130  
email: [DaynaAKas@aol.com](mailto:DaynaAKas@aol.com)