

RECEIPTS VERIFICATION

FS 54 (10/10/2014)

Purpose: Use this form to verify all monies received or collected.

Instructions: Follow agency procedures to complete form. Put form with money and give to authorized personnel.

PETTY CASH TOTAL

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VERIFIED BY (Authorized Person's Signature)				
VERIFIED BY (Issuing Person's Signature)				
CSR SIGNATURE	CSR DMV ID	DATE (MM/DD/YYYY)		
COIN		.		
CASH		.		
CHECKS		.		
CREDIT CARDS		.		
PICKUPS		.		
WINDOW SUBTOTAL		.		
BATCH TOTAL		.		
GRAND TOTAL		.		

VERIFIED BY	REVENUE RECEIPTS SIGNATURE	CSR SIGNATURE
	PETTY CASH RECEIPTS SIGNATURE	CSR SIGNATURE

CASH PICKUP	AUTHORIZED PERSON'S SIGNATURE	CSR SIGNATURE	PICKUP AMOUNT		
1				.	
2				.	
3				.	
4				.	
5				.	
6				.	
PICKUP TOTAL				.	

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