Funds Verification Form

INSTRUCTIONS

NOTE:
- To move around the Funds Verification Form, use the “Tab” key or place the mouse cursor in the area you need and press the left mouse button.

INSTRUCTIONS: The following fields must be completed:

I. FUNDS VERIFICATION FORM

1) Business Date: Type the business date.
2) Cash Receipt #: Type the cash receipt document number.
3) Deposit Bag #: Type the deposit bag number.
4) Tuition:
   a) Cash: Type cash amount received for tuitions.
   b) Checks: Type the check amount received for tuitions.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
   d) Total by Category: No Entry Required – This is an auto-calculating field.
5) Contracts:
   a) Cash: Type cash amount received for contracts.
   b) Checks: Type the check amount received for contracts.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
6) Radars:
   a) Cash: Type cash amount received for radars.
   b) Checks: Type the check amount received for radars.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
6) Publications:
   a) Cash: Type cash amount received for publications.
   b) Checks: Type the check amount received for publications.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
   d) Total by Category: No Entry Required – This is an auto-calculating field.
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8) Computers:
   a) Cash: Type cash amount received for computers.
   b) Checks: Type the check amount received for computers.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
   d) Total by Category: No Entry Required – This is an auto-calculating field.

9) Grants:
   a) Checks: Type the check amount received for grants.
   b) Total by Category: No Entry Required – This is an auto-calculating field.

10) Miscellaneous:
   a) Cash: Type cash amount received for miscellaneous transactions.
   b) Checks: Type the check amount received for miscellaneous transactions.
   c) Credit Cards: Type the American Express credit card amount received for tuitions.
      Type the Discover credit card amount received for tuitions.
      Type the Master credit card amount received for tuitions.
      Type the Visa credit card amount received for tuitions.
      No Entry Required – This is an auto-calculating field.
   d) Total by Category: No Entry Required – This is an auto-calculating field.

11) Deposit Total: No Entry Required – This is an auto-calculating field.

II. VERIFICATION APPROVAL

12) IPTM Staff: Must be signed and dated by two (2) IPTM Employees.