**PENN STATE SPECIAL EVENT REPORT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Would you like a receipt mailed to you? |  |
| Department: |  | Unit #: |  |
| Contact: |  | Campus Phone: |  | Email: |  |
| Campus Mailing Address: |  |
| Event Description: |  |

**CASH REPORT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Raised: | $ | Less Expenses | $ | Amount Submitted | $ |

**BREAKDOWN:**

|  |  |  |
| --- | --- | --- |
| **CURRENCY TYPE** | **QUANTITY** | **TOTAL** |
| A. Checks |  |  |
|  | (A) Total Amount in Checks |  |
| B. Cash:  |  |  |
|  $100 |  |  |
|  $50 |  |  |
|  $20 |  |  |
|  $10 |  |  |
|  $5 |  |  |
|  $1 |  |  |
| (B) Total Amount in Cash |  |
| C: Coins: |  |  |
|  $1 |  |  |
|  $.50 |  |  |
|  $.25 |  |  |
|  $.10 |  |  |
|  $.05 |  |  |
|  $.01 |  |  |
|  (C) Total Amount in Coins |  |
| (D) Credit Cards |  |
| (E) Grand Total |  |

**IN-KIND SUPPORT:**

|  |  |
| --- | --- |
| **VENDOR** | **$ VALUE** |
|  |  |
|  |  |

**Please take this form and your special event money to: Centre County United Way**

 **126 Pine Grove Road, PO Box 664**

 **814.238.8283 or** **info@ccunitedway.org**

**United Way will submit this report to Barb Ettaro.**

***Please roll coins or take to PNC Bank on College Ave. They will give you cash for your coins.***