**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**](mailto: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.***