

PENN STATE SPECIAL EVENT REPORT FORM

**Centre County
United Way**



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	
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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**
 131 S. Fraser St., Suite 3
 State College, PA 16801
 814.238.8283 or info@ccunitedway.org