



Event Cash Form

Agency/Institution Name: _____

Coordinator Name: _____

Instructions:

1. Count and sort all cash received.
2. Enter the totals on the form below.
3. Sign the form.
4. Second individual (manager or supervisor preferred) verify amount and sign the form.
5. Keep cash secure at all times.
6. Take cash and form to financial institution to get a cashier's check or money order.
7. Enter cost of the check or money order (if any) on the line below.
8. Enter the total amount of the check or money order.
9. Submit the check or money order along with this form and the Event Turn in Form.

<u>Denomination</u>	<u>Amount</u>
\$100's	\$ _____
\$50's	\$ _____
\$20's	\$ _____
\$10's	\$ _____
\$5's	\$ _____
\$1's	\$ _____
Coins	\$ _____
Subtotal	\$ _____
Cost of check	-\$ _____
Total Amount	\$ _____

Coordinator Signature

Date

Verification Signature

Date