  
**Event Cash Form**

**Agency/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 to:  
**Minnesota Management and Budget  
Attn: Treasury Window  
400 Centennial Building  
658 Cedar Street  
Saint Paul, MN 55155**

**Denomination Amount**

**$100’s $\_\_\_\_\_\_\_\_\_\_\_**

**$50’s**  **$\_\_\_\_\_\_\_\_\_\_\_**

**$20’s $\_\_\_\_\_\_\_\_\_\_\_**

**$10’s $\_\_\_\_\_\_\_\_\_\_\_**

**$5’s $\_\_\_\_\_\_\_\_\_\_\_**

**$1’s $\_\_\_\_\_\_\_\_\_\_\_**

**Coins $\_\_\_\_\_\_\_\_\_\_\_**

**Subtotal $\_\_\_\_\_\_\_\_\_\_\_**

**Cost of Check $(\_\_\_\_\_\_\_\_\_\_)**

**Total Amount $\_\_\_\_\_\_\_\_\_\_\_\_**

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Coordinator Signature Date Verification Signature Date