

**ORANGE COUNTY UNITED WAY
Cash & Check Reconciliation Form**

*(Form 2500 rev. C)
7/3/2009*

Cash Pickup Date: _____

Company FRID: _____

Company Name: _____

Number of Bills			Total by Item
_____	x \$100	=	_____
_____	x \$50	=	_____
_____	x \$20	=	_____
_____	x \$10	=	_____
_____	x \$5	=	_____
_____	x \$1	=	_____
	Cash Total	=	_____
	Coin Total	=	_____
	Check Total	=	_____
	GRAND TOTAL	=	_____

Received by: _____
Company Representative (Please Print)

Date: _____

Received by: _____
United Way Representative

Date: _____

Received by: _____
UW Representative #2 (required for cash & coin over \$2,000)

Date: _____

Received by: _____
OCUW Finance Dept.

Date: _____

Upon verification, please FAX IMMEDIATELY to 949-242-2460

The Cash Reconciliation Form must be faxed on the same business day as cash pick up (preferably while the IRM/LE is still on site).

If no fax machine is available, please have ECM or other company representative call the number above and leave a voice message.

They should state their name, what company they are with, title, and contact phone number. They should then detail how many envelopes they have, who is bringing them in, and the total \$ amount of envelopes.