

# LA SCCC CASH Conversion Form - FOR COORDINATOR USE



Coordinator Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

**INSTRUCTIONS:**

Please ensure that the money order(s) or check(s) used to convert cash for your agency's LA SCCC campaign are accounted for by completing this form in full and following the steps below.

*If you have any questions or need assistance please call (225) 218-2613 or e-mail [sccc@launitedway.org](mailto:sccc@launitedway.org).*

**Step 1:** Convert ALL cash received into a money order(s) or check(s). Ensure the total is accounted for on the cover of the LA SCCC Report Envelope and on this form.

**Step 2:** Indicate the type of cash donations made per converted money order or check. Simply write the **money order/check number** and the total amount of **employee pledge form contributions** and/or **special event/fundraising revenue** in the table below.

*(Note: Employee pledge form contributions must be designated and have a completed pledge form.)*

**Step 3:** Enclose a copy of this form within your agency's Report Envelope, along with the associated money order(s)/check(s) and/or pledge forms.

Money Order OR Check Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Converted Cash donations made using an Employee Pledge Form <i>(please indicate \$ value):</i>	Converted cash donations made through Special Event/Fundraising Revenue <i>(please indicate \$ value):</i>	TOTAL Amount of Money Order or Check:
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
<b>TOTAL OF ALL ENCLOSED MONEY ORDER(S)/CHECK(S):</b>		\$