

Company Label



REPORT ENVELOPE
United Way Campaign

Campaign Year: **2009**
Envelope Number: _____

Deliver This Envelope to Your United Way Representative

Account Name: _____
 Address: _____ Zip: _____ Phone: () _____
 Account Number: _____ Staff / CRC: _____

CAMPAIGN SUMMARY

Please **DO NOT** Include Any Previously Reported Figures

	# of Givers	Gift Amount	Amount Paid
Corporate Contribution			
Cash and Checks			
Credit/Debit Cards and To Be Billed			
Payroll Deductions			
Special Events			
Total			

TOTAL # OF EMPLOYEES: _____

Please Check One: Partial Report Final Report
 ___ Envelope of ___ Envelopes ___ Envelope of ___ Envelopes

Name and Title of Person Completing Form- *please print* Signature Date

ENVELOPE CHECKLIST

- Check pledge forms and Donor Designation forms for completeness and accuracy.
- Complete the Campaign Summary section above and make a copy for your records.
- Verify that each pledge form and Donor Designation form has the total annual dollar amount of the pledge indicated, not just the percentage or amount per pay period.
- Make sure monies reflected in the % amount paid+column above are included in this envelope.
- Please staple each donor's cash, check, Donor Designation, Donor Recognition and/or pledge form separately and place in this envelope.
- Call your United Way staff person or Advocate to arrange pick up of the completed envelope.
- Submit payroll copy to your payroll department.
- Sign and date the report.

To Be Completed By United Way

Deposit ID #: _____

Auditor Proof Tape Totals

Gift Amount	Amount Paid	Balance Due

Coin		
Currency		
Checks		
Credit/Debit Cards		
Sub Total		
Rejected Checks		
Grand Total		

Auditor Date