

Campaign Report Envelope

Tygart Valley
United Way



Company Name _____

Employee Coordinator _____

TOTAL EMPLOYEES

	# of Givers	Total Amount
PLEGGED	Payroll Deductions	
	To Be Billed	
	Credit Cards	
	Subtotal Pledged Gifts	
ENCLOSED	Cash	
	Check	
	Fundraisers (Raffles, jeans day, bake sales, contests, etc.)	
	Subtotal of Enclosed Gifts	
Report Grand Totals		C

A + B = C

SIGNATURE (Employee Coordinator or person preparing report)

DATE

UNITED WAY OFFICE USE

Received Date _____

Audit Date _____

Staff Initials _____