

CAMPAIGN REPORT ENVELOPE

Account Name: _____

Campaign Year: _____

Account Number: _____

Envelope #: _____

UWWC Contact: _____

Campaign Name: _____



United Way
of Wyandotte County

FOR UNITED WAY USE ONLY		
	Initial	Date
Audit		
Account Maint.		
Data Entry		
Verify and Close		

THIS SECTION MUST BE COMPLETED BY THE COMPANY/ORGANIZATION REPORT ONLY THE CONTENTS OF THIS ENVELOPE

COMPANY/ORGANIZATION

Type of Gift	# of Donors	Total Contribution	Total PAID (enclosed in envelope)
PAYROLL DEDUCTION			
FULLY PAID GIFTS <small>(record checks, cash, CC, for contributions only here)</small>			
Credit Cards			
Checks			
Cash			
TO BE BILLED BY UW			
SPECIAL EVENTS <small>(jeans days, bake sale, penny wars, etc; DO NOT ROLL COINS) (record checks, cash, CC, for special events only here)</small>			
CORPORATE GIFT			
GRAND TOTAL			

Report prepared by: _____

Date: _____

Email: _____

Phone Number: _____

Signature: _____

THIS SECTION MUST BE COMPLETED BY UNITED WAY STAFF

Envelope picked up by: _____

Date: _____

REPORT ONLY THE CONTENTS OF THIS ENVELOPE

UNITED WAY

Type of Gift	# of Donors	Total Contribution	Total PAID (enclosed in envelope)
PAYROLL DEDUCTION			
FULLY PAID GIFTS <small>(record checks, cash, CC, for contributions only here)</small>			
Credit Cards			
Checks			
Cash			
TO BE BILLED BY UW			
SPECIAL EVENTS <small>(jeans days, bake sale, penny wars, etc; DO NOT ROLL COINS) (record checks, cash, CC, for special events only here)</small>			
CORPORATE GIFT			
GRAND TOTAL			

Deposit ID#	
Coins	
Currency	
Checks	
Credit Cards	
SUBTOTAL	
Rejected Checks	