

COMBINED FEDERAL CAMPAIGN REPORT SHEET

ORGANIZATION	ADDRESS	TOTAL # OF EMPLOYEES	TOTAL # OF DONORS
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INSTRUCTIONS:

1. Return ORIGINAL COPY of this report to Project Officer. Keep DUPLICATE COPY for your file.
2. Return ALL PLEDGE CARDS to Project Officer together with any cash and checks you have collected in behalf of the Combined Federal Campaign.
3. PROJECT OFFICERS VERIFY AND BALANCE CARD TOTALS WITH PLEDGES AND CASH.

Project Officer Signature _____

THIS DETAIL IS IMPORTANT TO AUDITORS

Method of Payment

	Enter Employee Names below and TOTAL Gift Amounts by Method of Payment	Total Pledged	Cash & Checks	Payroll Deduction
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
Carried Forward to Next Sheet or TOTAL FOR UNIT				

Signature of keyworker here _____ Date _____