

I made pledge form copies for my payroll department.

Thank You

LIVE UNITED



Spokane County  
United Way

Organization Name \_\_\_\_\_ CEO name \_\_\_\_\_

Address \_\_\_\_\_ CEO email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Campaign Coordinator \_\_\_\_\_

Campaign Coordinator email \_\_\_\_\_

Phone \_\_\_\_\_

Total # of Employees \_\_\_\_\_ Full-time \_\_\_\_\_

Part-time \_\_\_\_\_

Pledge payments will be  Quarterly  Monthly  Other \_\_\_\_\_

Beginning \_\_\_\_\_  
Date \_\_\_\_\_

**INSTRUCTIONS**

1. Make copies of payroll pledge forms.
2. Forward copies of payroll pledges to your payroll department.
3. Enclose original pledge forms, cash, and checks in this envelope.
4. Complete envelope and return to United Way.

**FOR SPOKANE COUNTY UNITED WAY USE ONLY**

This Report is:  Partial  Final

Program \_\_\_\_\_

Account Manager \_\_\_\_\_

Account No. \_\_\_\_\_

**RECORD GIFT TOTALS BELOW**

Method of Investing Enclose Pledge Forms	Number of Investors	A. Total Annual Investments	B. Amount of Cash & Checks Enclosed	C. Unpaid Balances Column A less Column B
1 Employee Payroll Pledges (Pledge Copies to Payroll)		\$	\$ DO NOT USE	\$
2 Cash and Checks		\$	\$	\$ DO NOT USE
3 Direct Billing		\$	\$ DO NOT USE	\$
4 <b>Employee Investment Totals</b> (Sum of lines 1-3)		\$	\$	\$
5 <b>Special Events</b>	DO NOT USE	\$	\$	\$
6 <b>Corporate Investment</b> (Enclose Corporate Pledge Card)		\$	\$	\$
7 <b>GRAND TOTALS</b> (Sum of lines 4-6)		\$	\$	\$

Person Preparing Report \_\_\_\_\_

Title/Department \_\_\_\_\_

Phone/Extension \_\_\_\_\_

Date \_\_\_\_\_

Notes/comments: \_\_\_\_\_

**FOR SPOKANE COUNTY UNITED WAY USE ONLY**

DIRECT PAY					
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AUDITOR'S VERIFICATION					
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Received INITIALS	Batch No. INITIALS	Data Entry INITIALS	Processed INITIALS
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