

Organization Name _____

EMPLOYEE CONTRIBUTIONS

- Enter number of donors, amount pledged, and cash/check amount enclosed in space provided.
- Enclose white copies of SIGNED pledge forms (please keep payments with pledge form).
- Send yellow copies of pledge forms to YOUR payroll department.

Number of Donors	Amount Pledged	Amount Enclosed (Cash/Check)
	\$	\$

CORPORATE CONTRIBUTION

- Enter amount pledged and cash/check amount enclosed in space provided.
- Enclose documentation (such as a printed email or letter) to confirm your company's corporate contribution.

+	+
Amount Pledged	Amount Enclosed (Cash/Check)
\$	\$

SPECIAL EVENTS

- Enter cash/check amount enclosed in space provided (Amount Pledged and Amount Enclosed should be equal).
- Place all special event contributions in the orange "Special Event" envelope and enclose in this envelope.

+	+
Amount Pledged	Amount Enclosed— in separate envelope (Cash/Check)
\$	\$

ENVELOPE TOTAL

- Add and enter totals for number of donors, amount pledged, and cash/check amount enclosed in space provided.

=	=	
Total Number of Donors	Total Amount Pledged	Total Cash/Check Amount Enclosed
	\$	\$

Questions? Contact Pledge Processing at 515-246-6572.

Completed by: _____

Signature _____ Date _____

UNITED WAY USE ONLY

Envelope Number _____

Account Number _____

Campaign Year _____

Staff/LE Contact _____

Includes Corporate Match Non-Campaign

Non-Employee Individual

Electronic File

Comments _____

Date & Initial When Complete

	Date	Initial
Envelope Received	_____	_____
Envelope Number Assigned	_____	_____
Content Input Completed	_____	_____
Quality Audit Completed	_____	_____

Accounting Date _____

Payments	Type	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please seal and initial _____

United Way of Central Iowa
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www.unitedwaydm.org
515-246-6500



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