

# ENVELOPE SUMMARY REPORT



COMPANY NAME \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

**NOTES:**

- This report is for the transactions related to this envelope **ONLY**. Do not combine totals from previous submissions.
- This form is best used if you download and enter information into it for accurate calculation. Visit [unitedwaygso.org/campaign-toolkit](http://unitedwaygso.org/campaign-toolkit) to download.
- If you are an ePledge campaign, please make sure you run the reports out of ePledge for receipts received. This is not a substitute for ePledge reports.
- A pledge card is required if a donor is designating to an agency.

	Donor	Employee Payroll	Direct Bill	Cash	Check
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
	Totals	\$ -	\$ -	\$ -	\$ -
<b>Envelope Total Receipts</b>		<b>\$ -</b>			

Our campaign is FINAL  PARTIAL

Please sign that you have reviewed information related to this report.

**PLEASE RETAIN A COPY FOR YOUR RECORDS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_