



1600 N Downing Street, Suite 700
 Denver, CO 80218
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PLEDGE PROCESSING FORM

Use this Pledge Processing Form to accurately report your department's and division's contributions. Complete this form and include pledge forms, checks, and money orders accordingly. Refer to the checklist below to ensure that all steps are complete and the form is filled as needed to properly account for and report donations.

State Department and Division Name

State Department/Division Address City Postal Code

Lead Coordinator Name Lead Coordinator Phone Number

I VERIFY THE CONTENTS OF THIS BATCH AND STATE THAT THE AMOUNTS REPORTED ARE ACCURATE.

Lead Coordinator Signature Date

Pledge Information			For CCC Use Only	
Type of Contribution	Total # of Contributors	Total Amount of Contributions	Audit Amount	Audit Amount
Payroll Contribution – through Paper Pledge Form		\$		\$
One-time Donation from an Individual – Checks (not part of Department Fundraiser)		\$		\$
Generic Proceeds from Department Fundraiser (only report dollar amount collected, and convert cash and coin to check or money order)		\$		\$
Grand Total		\$		\$

Checklist

- Every employee pledge form has a charity designation, signature, and is completed in full
- A pledge form copy is included for every contributor reported on this form
- Note: Contributions made online are not reported on this form (CCC maintains online records)
- All checks are made out to the Colorado Combined Campaign
- Any cash and coin converted to check or money order before providing to CCC
- Pledge Processing Form has been signed by the department Lead Coordinator and, if applicable, division volunteer
- Only one division may be represented on this form. Use separate forms for each division if multiple divisions have donations for processing (if that is how your department is structured for the campaign; see www.elevategive.org/cc)

FOR CCC USE ONLY		
BATCH #	Date	Initials
Form and Funds Received		
Form and Funds Audited		