

**COLORADO COMBINED CAMPAIGN**

789 Sherman Street, Suite 230

Denver, CO 80203

720-420-3210

BATCH # _____

(For CCC use only)

PLEDGE PROCESSING FORM

Use this Pledge Processing Form to accurately report your department and division's contributions. Complete this form and include pledge forms, cash, checks and special event/fundraiser funds accordingly. Refer to the checklist below to ensure that all steps are complete and the form is completed correctly.

 State Department and Division

 State Department/Division Address

City

Postal Code

 Lead Coordinator

Lead Coordinator Phone Number

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

 Lead Coordinator Signature (type name in all caps)

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.ipledgeonline.org/_coloradocombinedcampaign)

FOR CCC USE ONLY

| | Date | Initials |
|----------------------------|------|----------|
| Form and Funds Received By | | |
| Form and Funds Audited By | | |