

**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

WE HAVE JOINTLY VERIFIED THE CONTENTS OF THE ENVELOPE AND AGREE THAT THE AMOUNTS REPORTED ARE ACCURATE.

 Lead Coordinator Signature

Date

 Division 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		\$		\$
One-time Donation - Cash		\$		\$
One-time Donation - Checks		\$		\$
One-time/Recurring Donation – Credit cards		\$		\$
Special Event/Fundraiser # of Participants Attended:		\$		\$
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
- Contributions made online are not reported on this form**
- All checks are made out to the **Colorado Combined Campaign**
- A copy of each payroll contribution pledge form has been given to your department/division's payroll department
- Pledge Processing Form has been signed by the Lead Coordinator and, if applicable, Division Coordinator
- Only one division is represented on this form. If multiple divisions have funds/pledge forms to process, use a separate Pledge Processing Form for each division

FOR CCC USE ONLY

	Date	Initials
Form Received		
Audited By		