

EMPLOYEE REPORT FORM

Cash and Checks

An electronic version of this form can be found at:
unitedwaygp.org > campaign center > ecm tools

LIVE UNITED



United Way
of Greater Portland

Organization: _____

Person Completing this Report: _____

Date: _____

Page: _____ of: _____

For United Way Use
Account #

Please print legibly. Contents must match envelope summary.

	EMPLOYEE NAME (Please Print)	CASH/CHECK (For checks include #)	
		AMOUNT	CHECK #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
TOTAL (This Page)			