

# Report Envelope

## Cash & Checks Only

Envelope for Special Event



Federal Agency _____	
Code Number _____	
Address _____	
City, ST, Zip _____	
<b>Ohio River Valley CFC</b>	<b>CFC #: 0682/0283</b>

Keyperson's Name _____	
Phone Number _____	
Email Address _____	
Is this the last Report Envelope: Yes or No	
Date:	Envelope #:

<b>PCFO USE ONLY</b>	<b>Date</b>								
<b>Envelope Number</b>  ____ _	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Picked up at company location</td><td>_____</td></tr> <tr><td>Received at CFC Headquarters</td><td>_____</td></tr> <tr><td>Cash &amp; Checks Reconciled</td><td>_____</td></tr> <tr><td>Pledges entered into database</td><td>_____</td></tr> </table>	Picked up at company location	_____	Received at CFC Headquarters	_____	Cash & Checks Reconciled	_____	Pledges entered into database	_____
Picked up at company location	_____								
Received at CFC Headquarters	_____								
Cash & Checks Reconciled	_____								
Pledges entered into database	_____								

Cash & Check Pledge Cards	Number of Pledges	Total Amount
Coins (Convert to bills so less than \$1 in coins)		
Cash - Bills		
Checks		
<b>Total</b>		
Number of Sealed Envelopes		

Donor Recognition	Gift	# Needed	Delivered
Platinum \$1560+	Coin Set		
Gold Eagle \$650-\$1,559	Deluxe Travel Set		
Silver Eagle \$240-\$649	Challenge Coin		
Track campaign results online at			
<a href="http://www.givecfc.org">www.givecfc.org</a>			

Keyworker Signature	Date:
Coordinator Signature	Date:
Loaned Executive Signature	Date:
CFC Director Signature	Date:

**If mailing, send to CFC Headquarters at: 550 Main Street, Room 1-116; Cincinnati, OH 45202**  
**For questions or comments, contact (513) 684-2515 or orvcfc@gmail.com.**