



Greater Mississippi Combined Federal Campaign

11975 Seaway Road
 Suite B-170
 Gulfport, MS
 www.greatermcscfc.org
 (228)252-1149

Report Envelope

Agency & Unit Name and Address

Total Number Employed.....

Number of Military Personnel Employed.....

Number of Civilian Personnel Employed.....

Number of Postal Personnel Employed.....

This report is: Partial Final

SPECIAL EVENTS		CHECKS/MONEY ORDERS		PAYROLL DEDUCTION		GRAND TOTAL	
<i>All cash must be converted to check/money order.</i>		<i>Pledge form must be included for all designations.</i>		<i>Submit top copy of Pledge Forms to your Payroll Dept.</i>		<i>Online giving should not be included with this report.</i>	
# of Givers	Amount	# of Givers	Amount	# of Givers	Amount	# of Givers	Amount

Coordinator Signature: _____ Date: _____

Coordinator Email: _____

CFC/PCFO Signature: _____ Date: _____

Please sign once Report Envelope totals have been verified by coordinator and CFC/PCFO staff.

For Accounting Department Use Only

Account Number	Envelope Number	Batch Number
Payroll Deductions \$	Checks/Money Orders \$	Envelope Total \$
Verified/Recorded By		Date
Audited By		Date