

BATCH NUMBER (OFFICE USE ONLY)

CONNECTICUT STATE EMPLOYEES' CAMPAIGN FOR CHARITABLE GIVING
35 Cold Spring Road, Suite 412 • Rocky Hill CT 06067 • www.csec.ct.gov • www.facebook.com/CTEmployeeGiving
CAMPAIGN HELPLINES: 860-402-8430 -or- 860-887-5288



CAMPAIGN REPORTING ENVELOPE

PROCEDURES FOR USING THIS ENVELOPE:

- 1. Encourage employees to return pledge card, which can be collected weekly.
2. Please ask a co-worker to verify the cash/check total enclosed in this envelope.
3. TO RETURN THE ENVELOPE: You may use the labeled inter-office envelope for the DAS courier, call your loaned employee or call the campaign helplines for a pick up.
4. The employees' six-digit employee number must be on all cards.
5. All payroll deductions MUST BE SIGNED by the employee.
6. Copy this reporting envelope for your files.



COORDINATOR NAME YOUR PHONE #

AGENCY NAME

ADDRESS

CITY, ZIP

OF EMPLOYEES AT THIS AGENCY LOCATION

TO BE COMPLETED BY COORDINATOR:

RECAP OF CONTRIBUTIONS ENCLOSED IN THIS ENVELOPE

Table with 2 columns: # OF GIFTS, \$ AMOUNT. Rows include PAYROLL DEDUCTIONS, ONE TIME GIFT CHECKS, ONE TIME GIFT CASH, SPECIAL EVENTS CHECKS, SPECIAL EVENTS CASH, SEALED ENVELOPES, and TOTALS (KNOWN).

COORDINATOR'S SIGNATURE DATE

INITIALS OF 2ND VERIFICATION FOR CHECK/CASH GIFTS

SHADED AREA FOR OFFICE USE ONLY

DATE ENVELOPE RECEIVED

FOR AUDITOR ONLY

I DO NOT AGREE WITH THE INFO ORIGINALLY REPORTED. MY COUNTS ARE REFLECTED BELOW:

Table with 2 columns: # OF GIFTS, \$ AMOUNT. Rows include # OF GIFTS and \$ AMOUNT for various categories, with one row showing N/A.

FOR AUDITOR: IF ABOVE DATA IS CORRECT, PLACE CHECK MARK TO THE RIGHT (OF # AND \$). I AGREE WITH THE INFO AS REPORTED ABOVE.

AUDITOR'S INITIALS DATE AUDITOR'S INITIALS DATE