

# EMPLOYEE REPORT FORM

Cash and Checks

An electronic version of this form can be found at:  
[unitedwaygp.org](http://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)			