



## United Way Report Envelope

Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

*Authorized Company Representative*



**United Way of  
Southwest Missouri  
& Southeast Kansas**

### Instructions

- Fill out the form.
- Make a copy of pledge forms for your records.
- Enclose cash, checks and the pledge forms.
- Return completed sealed envelope to United Way or call for pickup.
- Any questions, call the UW office: 417-624-0153 or 620-231-8140

### Summary Firm Pledges

PAYROLL MATCHING	BILL ME'S	CHECK ENCLOSED	TOTAL FIRM PLEDGE
\$	\$	\$	\$

### Summary Individual Pledges

DONATION TYPE	NUMBER OF DONORS	TOTAL PLEDGES	AMOUNT ENCLOSED	AMOUNT DUE
Cash/Check		\$	\$	\$
Payroll Deduction		\$	\$	\$
Bill Me's		\$	\$	\$
Visa/MasterCard		\$	\$	\$
<b>TOTAL</b>		\$	\$	\$

**ENVELOPE TOTAL (Firm and Employee) \$**

Please send statements:

Monthly     Quarterly     Semi-annually     Annually     Do Not Send Statements

Total number of persons employed in organization \_\_\_\_\_ Total number of FTE \_\_\_\_\_

FOR UNITED WAY USE ONLY	
GRAND TOTAL	
CASHIERS INITIALS	DATE REC'D
CASH	BD
CHECKS	PDR

### United Way of SWMO & SEK

3510 East 3<sup>rd</sup> St    117 West 4<sup>th</sup> St  
 Joplin, MO 64801    Pittsburg, KS 66762  
 417.624.0153    620.231.8140

WWW.UNITEDWAYMOKAN.ORG