CFC Report Envelope Summary
Zone 33: Virginia and Albemarle Bay

Instructions

1. For each reporting unit/office, separate the check pledge forms from the payroll deduction pledge forms and complete the following form for each bundle. Make sure the pledge form information matches the pledge forms being submitted. Multiple summary sheets can be used in one envelope. *Sections marked with * are mandatory.*
2. Keep a copy of this summary for if the CCA auditors have any questions when processing the contents.
3. Staple any confidential pledges in their own sealed envelopes to the top right corner of this summary.
4. Insert this summary and original pledges into the report envelope and mail promptly to:

CFC Processing Center
P.O. Box 7820
Madison, WI 53707-7820

NOTE: Cash donations are not accepted, please do not insert any cash into the report envelope.

Campaign Manager Information

Full Name* _____

E-mail Address* _____

Business Phone* _____

Pledge Form Information (no acronyms)

Department/Branch of Service* _____

Agency/Command* _____

Office/Unit* _____

CFC Unit Code (six digits) _____

Type of Gift	Quantity	Total Dollar Amount	(FOR CCA USE)
Pledge by Payroll Deduction			
Pledge by Check			
Confidential Pledges		N/A	
TOTAL ENCLOSED			N/A

Thank you for your support of the Combined Federal Campaign.