

# Cash Only Report Envelope



Please fill out envelope completely. ONLY include cash pledges in this envelope.

Federal Organization/Agency: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department Keyworker Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DO NOT separate cash from pledge cards**

For Coordinator Use	For Office Use Only
# of Donors _____ Amount \$ _____	# of Donors _____ \$ _____
Fundraiser Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature _____ Date _____
Fundraiser Type: _____ Date _____	
Signature _____ Date _____	

MAKE A PHOTOCOPY OF THIS ENVELOPE FOR YOUR RECORDS.  
PLEASE SEAL ENVELOPE.

*Thank you!*

For Nexus Use Only
Envelope # _____
Account # _____
Date ____ / ____ / ____

For Bank Use Only
Amount \$ _____
Date ____ / ____ / ____
Initial _____

For Andar Use Only
Envelope # _____
Account # _____
Date ____ / ____ / ____