

WASHINGTON STATE COMBINED FUND DRIVE

Check Log

Please carefully follow these important instructions while filling out this form. By doing so the CFD will be able to quickly and accurately process the attached donation and fundraising checks. **DO NOT SUBMIT BOTH AT THE SAME TIME.**

Donor Contributions:

- Please list each check once and staple it to its corresponding contribution form.
- Please attach all contribution forms (with checks) to this check log and mail them to: **CFD/SOS Finance Office, M.S. 40251, Olympia, WA 98504.**
- Please do not deposit any employee donation checks in account 525. Account 525 is for fundraisers only.

CFD Fundraisers: *(for higher education and non-state agency campaigns)*

- Please confirm with your workplace CFD Campaign Leader on how to log and deposit fundraiser checks.
- Fundraiser checks that cannot be directly deposited (into account fund 525) should be attached to this completed form and forwarded to your Campaign Leader.

Name:	Workplace:	
Division/Department:		
Address:		
Email:	Phone:	Date:

Donor Name	Check Number	\$ Amount	Received by CFD (official use only)
TOTAL:			