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.

CFD Donations:

- 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/DOP Finance Office, M.S. 47500, Olympia, WA 98504-7500.**
- Please do not deposit any employee donation checks in account 525. Account 525 is for fundraisers only.

CFD Fundraisers:

- 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, agency 111) should be attached to this completed form and forwarded to your Campaign Leader.

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

Check Payable To	Donor Name	Check Number	$ Amount	Received by CFD (official use only)

White Copy: CFD/DOP Finance Office, MS 47500 Yellow Copy: Keep for your records