



(For SECC Office Use Only)

Envelope #

ANDAR Acct. #

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2023 SECC Report Form

Department/University/Agency:

Office/Division/Inst.:

MAKE A COPY OF THIS FORM BEFORE SUBMITTING YOUR PACKET TO THE SECC OFFICE.

If an individual contributes via payroll deduction & also cash/check or credit card, count the employee only ONCE as a contributor in the payroll column. Record the dollar amounts as given.

Please do NOT include ePledge contributions on this form.
Donors who pledge online/epledge do NOT need to fill out a paper pledge form.

Secure/lock all forms/funds daily prior to submitting to the SECC.

TYPE OF PLEDGE	NUMBER OF CONTRIBUTORS	CREDIT CARD/CASH & CHECK PLEDGES	PAYROLL PLEDGES	TOTAL PLEDGES
Payroll Deduction <small>Beacon ID # or Payroll ID must be on each form</small>			Total Payroll \$	Total Payroll \$
Credit Card <small>via SECC website & using a paper form</small>		Total Credit Card \$		Total Credit Card \$
Cash <small>Free Cashier's Check at SECU Locations</small>		Total Cash \$		Total Cash \$
Checks <small>Payable to NCSECC</small>		Total Check \$		Total Check \$
GRAND TOTAL	Total Contributors	Total Credit Card, Cash & Check Pledges \$	Total Payroll Pledges \$	GRAND TOTAL \$

Report prepared by: _____ (Print Name) _____ (Date) _____ (Phone)

Report audited by: _____ (Manager or 2nd Volunteer) _____ (Date)