State Employee Charitable Campaign
Deposit Summary Report

**Hand-deliver** in a **sealed** envelope to:

Rawls College of Business room 281-Attn: Jessica Carrillo

**Instructions:** Staple cash or checks to related pledge form, clip all pledge forms to this cover sheet. Please submit the paper pledge form with your deposit, if not submitted online.

For paper pledge forms, please review the agency codes and verify the calculations for the column totals and grand total on each pledge form and this summary sheet. **For payroll deductions,** verify that the contributor’s **R#** is entered on the appropriate line and that it is signed.

Insert all forms and funds into a **sealed** envelope. Label the envelope with the department name, coordinator, and phone number and deliver to the attn: Jessica Carrillo, Rawls College of Business, Room 281.

<table>
<thead>
<tr>
<th>DIVISION/DEPARTMENT/COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Campaign Coordinator</td>
</tr>
</tbody>
</table>

**CONTRIBUTIONS**

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Pledge Forms Collected</th>
<th>Contributions Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Deductions</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Checks</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Fundraisers</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

*Office Use Only*

**Date Processed**

**Reconciler**