



## 2011 State Employee Charitable Campaign Deposit Summary Report

**Hand-deliver** in the sealed deposit bag to:  
**Office of the President, Administration Building, Room 150**

**Instructions: Staple cash or checks to related pledge form, clip all pledge forms to this cover sheet.  
Submit 2 copies of each pledge form with your deposit.**

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 the plastic deposit bag provided and seal the bag. Label the bag with the department name, coordinator, and phone number and deliver to Administration Building, Room 150.**

AREA/DEPARTMENT/COORDINATOR		
Division/College		
Area/Department		
Campaign Coordinator		Phone
CONTRIBUTIONS		
Contribution Type	Pledge Forms Collected	Contributions Collected
Payroll Deductions		\$
Cash		\$
Checks		\$
Fundraisers		\$
<b>TOTAL</b>		\$
LONE STAR CLUB		
Donor Type	Number of Donors	
Lone Star Gold		
Lone Star Red & Black		
Leadership		
<b>TOTAL</b>		
Complete a Lone Star Club Form for each Lone Star donor and return with each respective summary report. The Lone Star Club form is our authorization to recognize the employee for the donation.		

*Office Use Only*

<b>Date Processed</b>		<b>Reconciler</b>	
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