

# State Employee Charitable Campaign Deposit Summary Report

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

**Alan Cushman | Wiggins Complex - Hospitality Services, RM 127b  
or Meredith Imes | Administration Building, RM 245**

**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:**

**Wiggins Complex, 3211 18th St, Room 127b, Attn: Alan Cushman or  
Administration, 2625 Memorial Circle, Room 245, Attn: Meredith Imes**

## DIVISION/DEPARTMENT/COORDINATOR

|                      |  |       |  |
|----------------------|--|-------|--|
| Division             |  |       |  |
| Department           |  |       |  |
| Campaign Coordinator |  | Phone |  |

## CONTRIBUTIONS

| Contribution Type  | Pledge Forms Collected | Contribution Collected |
|--------------------|------------------------|------------------------|
| Payroll Deductions |                        | \$                     |
| Cash               |                        | \$                     |
| Checks             |                        | \$                     |
| Fundraisers        |                        | \$                     |
| TOTAL              |                        | \$                     |

### Office Use Only

|                |  |            |  |
|----------------|--|------------|--|
| Date Processed |  | Reconciler |  |
|----------------|--|------------|--|