



Utah State Employees' Charitable Fund 2019 CAMPAIGN CONTRIBUTIONS REPORT



Department campaign coordinators must hand deliver forms, checks, and transmittals to the Division of Finance within three (3) days of receiving funds.

Deliver to

Jennifer Hardy or Anne McNally
Division of Finance
450 N State Street
State Office Building, Suite 2110
Salt Lake City, UT 84114

Open during regular business hours Mon – Fri, 8 AM – 5 PM

Phone: (801) 538-3082
Email: jrhardy@utah.gov or amcnally@utah.gov
Capitol Hill parking map available at finance.utah.gov

Department campaign coordinators must deliver the following enclosures:

1. Campaign Treasurer's copies of Pledge and Payroll Deduction Forms
2. Checks for contributions
3. Cash for contributions
4. One-time Pledge Summary Sheet

Calculate and fill out the following information:

Total cash contributions:	\$
Total contributions paid by a check:	\$
Total contributions by a payroll deduction:	\$
GRAND TOTAL OF ALL CONTRIBUTIONS: \$	

The totals must equal the pledges that are indicated on the Pledge and Payroll Deduction forms.

Department Campaign Coordinator's Name:	
Department:	Dept. No.:
Address:	
Tel.:	Email:

CERTIFICATION: *By signing this report, I certify that all enclosed funds and pledges have been correctly accounted for and that the above report is accurate.*

Department Campaign Coordinator's Signature

Date

- Check List:** Cash enclosed Checks enclosed One-time Pledge Summary Sheet
- Pledge and Payroll Deduction Forms (both for one-time cash contributions and payroll deductions)