

Utah State Employees' Charitable Fund ONE-TIME CONTRIBUTIONS



To be included with each submittal of cash and checks

Make a copy for inclusion with the Contributions Summary Report submitted at the end of the campaign.

Deliver this sheet, cash, checks, and the Pledge and Payroll Deduction forms **within three days of receipt of contributions** to:

Jennifer Hardy or Dana Johnson
 Division of Finance
 State Office Building
 State Mail Box 141031
 450 N. State Street, Suite N2110
 Salt Lake City, UT 84114
 Phone: 801-538-3082; Email jrhardy@utah.gov or djohnson@utah.gov

Office is open Monday through Friday, 8:00 AM to 5:00 PM; Parking map available at finance.utah.gov

Checks may be submitted by interoffice mail, but **cash must be delivered by hand.**

Coordinator's Name:		Tel:		
Department:		Date:	Page ___ of ___	
Contributor's Name	Employee No.	Total Donation	Cash	Check No.
TOTAL				