

2015 TTUHSC State Employee Charitable Campaign Summary Report

Date of Submission _____

Hand-deliver any cash or checks to:
Darcy Pollock, HSC Relations/Institutional Advancement, Room BA100E

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 the column totals and grand total on each pledge form and this summary sheet. **For payroll deductions**, verify that you have the person's **Banner ID** entered on the appropriate line and have the employee's signature.

State Agency Name and Number: TTUHSC 739

PART I INFORMATION		
Department		
Campaign Coordinator		Phone
PART II METHOD OF PAYMENT		
Contribution Type	Number of Pledge Forms Collected*	Total Contributions**
Payroll Deductions		\$
Cash		\$
Checks		\$
TOTAL		\$

Office Use Only

Date Processed		Reconciler	
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