



SECC - Houston

Payroll, Cash, and Check Pledge Handling Instructions

Thank you for your leadership in the State Employee Charitable Campaign!
You serve in an important role as a Campaign Coordinator in your workplace.
Thank you for helping your co-workers contribute to charities through the SECC!
Feel free to email kimberlee.brown@uwtexas.org should you have any questions.

Note re: handling cash and check pledges:

While waiting to make a deposit, all cash, coins and checks should be locked in a secure area at your State Agency/University. **Deposits for all cash, coins and checks should be made on a regular basis.** For each check or cash deposit that is made, the Campaign Coordinator should follow all of the following steps.

As you collect payroll, cash and check pledges, please follow these steps:

- a. Complete and scan a copy of the SECC Envelope Form (attachment A)
- b. Scan page 1 of all pledge forms
- c. Find your closest local Wells Fargo branch location <https://www.wellsfargo.com/locator/>
- d. Complete and make a copy of a deposit slip for Wells Fargo Bank (attachment B)
- e. For after hour deposits, make sure that all coins and cash are accurately listed on the deposit slip, along with the Wells Fargo Account number: **1165948082**. The name on the SECC account is the fiscal manager, "United Ways of Texas".
 - i. Note: Federal law now requires identification from anyone making **cash** deposits of any amount into any Business accounts. If you are depositing **only checks**, Wells Fargo will only need the account number listed above.
- f. During the campaign: Email scanned copies of attachments A & B and all pledge forms to: kimberlee.brown@uwtexas.org and greg.bennett@uwtexas.org
- g. At the end of the campaign, you will need to physically mail original copies of the following:
 - SECC Envelope Header Forms (attachment A)
 - Page 1 of all Pledge Forms
 - Copies of all Deposit slips (attachment B)
 - Copies of all Deposit receipts received from Wells Fargo Bank

All items can be sent via Fed-Ex (use account#: 108783931)
no later than Friday, November 4th to:

United Ways of Texas, 106 E 6th Street, Suite 900-116, Austin, TX 78701, Attn: Kimberlee Brown

***Instructions for cash and check deposits when no Wells Fargo Bank is available in your area:**

If you are unable to locate a Wells Fargo Bank near your location, please contact Kimberlee Brown at United Ways of Texas at kimberlee.brown@uwtexas.org for further instructions.

SECC – Houston – attachment B

DEPOSIT TICKET
TO BE USED FOR DEPOSIT TRANSACTIONS ONLY

HOUSTON-SECC
United Ways of Texas
106 E 6th St. Ste 900-116
Austin, TX 78701

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

WELLS FARGO Wells Fargo Bank, N.A.
Texas
wellsfargo.com

DO NOT USE DEPOSIT TICKET ROUTING # FOR
AUTOMATIC PAYMENTS. USE VOIDED CHECK.

☐ CASH
INCLUDING COINS

List _____
Checks _____
Singly _____

TOTAL
ITEMS _____ OR TOTAL FROM REVERSE

☐ SUB TOTAL

☐ LESS CASH
RECEIVED

\$ _____

⑆580800393⑆ 1165948082⑈

Harland Clarke CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.



TOGETHER WE CARE
State Employee Charitable Campaign

20 SECC Envelope

INSTRUCTIONS:

- Complete all information. Print clearly to reduce errors in processing.
- Campaign envelope totals must balance to envelope's contents.
- Do not include totals from previous campaign envelopes.
- Enclose yellow copies of all pledge forms.

STATE AGENCY (PLEASE PRINT)

COORDINATOR NAME AND TITLE (PLEASE PRINT)

COORDINATOR SIGNATURE

PHONE NUMBER

EXT.

DATE SUBMITTED TO SECC

GIFT TYPE	# OF GIFTS	\$ PLEDGED (A)	\$ ENCLOSED (B)	BALANCE DUE (A - B)	PASS THROUGH (FOR FISCAL USE ONLY)
PAYROLL			0 00		
CASH				0 00	
CHECK				0 00	
SPECIAL EVENT - CASH				0 00	
SPECIAL EVENT - CHECK				0 00	
CREDIT / DEBIT CARD			0 00		
TOTAL	TOTAL # OF GIFTS	TOTAL \$ PLEDGED	TOTAL \$ ENCLOSED	TOTAL BALANCE DUE	

FOR SECC STAFF USE ONLY:

SECC Staff Signature (RD)

Date Submitted

Envelope
Creation Deposit
Data Entry

SECC Staff (IS)

Date Received

Audit

Date:

By:

(FOR FISCAL USE ONLY)

ENVELOPE #

ORGANIZATION #

ENVELOPE TYPE:

- ☐ PLEDGE
☐ PAYMENT
☐ ADJUSTMENT
☐ ELECTRONIC

NOTES:

STATE
EMPLOYEE
CHARITABLE
CAMPAIGN

Attachment A