

# 2018 Workplace Campaign Contributions Summary

Company	<b>Bexar County</b>
Department	



**1149 E. Commerce St., Suite 200  
San Antonio, Texas 78205**

## Employer section

<b>Section 2</b>	<b>5.</b>	<input type="text"/>	<b>210-</b>	<input type="text"/>	<b>210-</b>	<input type="text"/>
	Name: Organization HR, Payroll contact or theArtsFund representative		Phone Number		Alt. Number	
<input type="text"/>						
HR Representative <b>Email address</b>						

The following Instructions will help you to handle your employee's contributions as quickly and efficiently as possible.

1. Please fill out the Employer Sections on this Contributions Summary and turn in with your employee's contribution forms.
2. Please staple all check, cash donations to contribution forms.
3. Donors who elect to give with a credit card will be contacted for their CSV # to process their donation. Please make sure they have written down a phone # with area code and email address so we may contact them.
4. Employees should keep the pink copy of their contribution form for their records.
5. The yellow copy is for your accounting /payroll department. Contribution forms over \$60 should have a current complete mailing address and email address.
6. Provided address is provided, Donors are mailed ArtsFUNd cards or thank you letters within 30 days of receipt.

(a)	# of Emp. contributions via <b>cash</b> :	<input type="text"/>	\$ <input type="text"/>
(b)	# of Emp. contributions via <b>check</b> :	<input type="text"/>	\$ <input type="text"/>
(c)	# of Emp. contributions via <b>credit card</b> :	<input type="text"/>	\$ <input type="text"/>
(d)	# of Emp. contributions via <b>payroll deduction</b> :	<input type="text"/>	\$ <input type="text"/>
	# of ArtsFUNd card donors:	<input type="text"/>	\$ <input type="text"/>
	Fundraising event contributions	<input type="text"/>	
	Total number of employees contributing:	<input type="text"/>	
	<b>TOTAL AMOUNT:</b>		\$ <input type="text"/>

If you have any questions, please do not hesitate to call 210-212-8303 and thank you for supporting theArtsFund.

**Completed forms should be turned in to :**  
**Monica Martinez, Special Projects Coordinator**  
210.335.7060/o 210.218.8506/m **monicamartinez @bexar.org**

ArtsFund FAX: 210-212-8304
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