

**STATE AND UNIVERSITY EMPLOYEES COMBINED APPEAL  
CONTRIBUTION TRANSMITTAL**

Ambassador: \_\_\_\_\_ Agency/University: \_\_\_\_\_

Email Address: \_\_\_\_\_ Agency Code \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please check one:

**Payroll Deduction** – Please limit pledge forms to 40 per batch.

Date \_\_\_\_\_ Number of Forms \_\_\_\_\_ Total \_\_\_\_\_

**One-Time Direct Gift** – Please limit pledge forms to 40 per batch.

Date \_\_\_\_\_ Number of Checks \_\_\_\_\_ Total \_\_\_\_\_

**Fundraiser and Events** (Each fundraiser or event will be the equivalent to ONE pledge form)

- Please limit pledge forms to 40 per batch.

Date \_\_\_\_\_ Number of Checks \_\_\_\_\_ Total \_\_\_\_\_

This form is to be completed by you and returned with batches of no more than 40 completed pledge forms and check/money orders to SECA. Batch payroll deductions, check/money order, and fundraiser/event pledge forms separately. Review all pledge forms to make sure they are properly completed. **DO NOT SEND CASH.** Keep a copy of the transmittal form and pledge form for your records. A copy of the transmittal form will be returned to you from SECA upon verification of information. Send all transmittal forms containing one-time direct gifts and fundraiser/event donations to:

Tina Scott  
SECA Executive Coordinator  
Department of Central Management Services  
401 S. Spring St., Room 711  
Springfield, IL 62706

Send all batches containing payroll deductions along with the transmittal form electronically to:  
SECA@illinois.gov

Verified by: \_\_\_\_\_

Verified by: \_\_\_\_\_