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## 2219 LOCKBOX: CREATING SCANNABLE PLEDGE CARDS

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Effective: July, 2003  
Revised: May, 2015  
Last Reviewed: April, 2016  
Resp. Office: Treasurer  
Approval: Treasurer

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### PURPOSE

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To ensure that schools/centers properly format pledge cards to be used for Lockbox solicitations. If pledge cards are not scannable, they cannot be processed in a timely fashion through the Lockbox application.

#### **Lockbox Template Program**

#### I. The Lockbox Template Program

- a. Template pre-designed and pre-approved by Gifts Accounting, Administration and Records
- b. All pledge cards must be tested and approved by GAA&R and by the banking institution
- c. DAR Reports will work with you to pull and segment your donor information
- e. Central Development will cover the cost of printing of the return Business Reply Envelope (BRE)