
2219 LOCKBOX: CREATING SCANNABLE PLEDGE CARDS

Effective: July, 2003
Revised: May, 2015
Last Reviewed: April, 2018
Resp. Office: Treasurer
Approval: Treasurer

PURPOSE

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)