2219 LOCKBOX: CREATING SCANNABLE PLEDGE CARDS

Effective: July, 2003
Revised: May, 2015
Last Reviewed: April, 2017
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)