
2218 LOCKBOX: GIFTS VIA LOCKBOX

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

Lockbox is an electronic tool that offers a convenient method of donating for both the donor and Penn. The University's Lockbox provider bank captures data (i.e., donor identification, fund number, etc.) from a properly formatted pledge card.

The Pledge Card must contained scanline.

All Pledge Cards must be scannable documents and tested/approved by GAA&R and by the banking institution.

