

**Development and Stewardship Office  
40 North Main Avenue  
Albany, New York 12203**

Tel: **(518) 453-6680**

Fax: **(518) 453-8440**

**Bank Deposit and Pledge Card Batching Instructions  
Bishop's Appeal 2009**

**Bank Deposit Policy:**

All donations to the Bishop's Appeal received by the parish should be deposited into a SEPARATE BANK ACCOUNT restricted for this purpose.

**Batching Procedures for Pledge Cards: DO NOT SEND PLEDGE CARDS FOR ONLINE DONATIONS, GIFTS RECEIVED DIRECTLY BY THIS OFFICE OR FOR PAYMENTS MADE ON PLEDGES AFTER DONOR'S PRE-PRINTED CARD HAS BEEN SENT IN. THIS CAUSES DUPLICATE GIFTS TO BE RECORDED IN OUR SYSTEM AND WILL SKEW YOUR FINAL NUMBERS.**

**Separate and rubber band cards as follows:**

1. Cards **WITH** computer imprinted donor name/address and barcodes:
  - All **Pledges** together (pledge with full balance due)
  - All **Pledges w/payment** together (pledge with down payment and balance due)
  - All **Outright Gifts** together (one time gifts, paid in full)
  
2. Cards **WITHOUT** computer imprinted donor name/address and barcodes:  
**Follow same procedures as outlined above**, making sure to keep hand written cards separated from computer imprinted cards. Please indicate if donor is **NEW** or if donor **HAS AN EXISTING ACCOUNT**.

**Returning Cards to Development and Stewardship Office:**

1. Return cards by mail: Development and Stewardship Office, 40 North Main Avenue, Albany, NY, 12203.
2. Return in person: 40 North Main Avenue, room 301 (3<sup>rd</sup> floor north side) during office hours of 8:30 am - 4:30 pm, Monday-Friday. You may also leave pledge cards in the Bishop's Appeal mailbox in the mailroom.
3. **Deadline** for return of **first batch of cards - Friday, May 15.** **Deadline** for return of **all cards - Friday, June 19**

**NOTE:** The Development and Stewardship Office **CANNOT PROCESS** commitment envelopes or any section of pledge cards other than the section containing the **barcode**. The commitment envelopes and the outer sections of the pledge cards are for donor and parish records only. If you have any questions, please contact Terri Miller at 453-6680 or Terri.Miller@rcda.org.