

2019 Catholic Services Appeal In-Pew Gift Transmittal Form

Finance Office Use
Verified By:
Date Received:

Parish Name

Parish ID#

Prepared by

Date

Verified By:

Date Received:

Group 1: Cash Gifts

	Number of Envelopes	Cash Received
a) Anonymous		
b) One Time Gift		
c) Pledge with cash payment		
Total Cash deposited for Appeal:		

* Parish Check	
Parish Check #	Amount

**Parish check amount should match the Total Cash deposited for Appeal and should be mailed with Group 1 envelopes and transmittal form.*

Group 2: Check Gifts

	Number of Envelopes	Checks Received
a) One Time Gift		
b) Pledge with check payment		
Total Checks:		

Group 3: Other Gifts:

Credit card, bank transfer, stock, or any pledges without cash/check enclosed

Number of envelopes:

Group 4: Gift Already Made / No Gift

*** Please recycle these forms; there is no need to send them to the Pastoral Center.**

Each package of In-pew envelopes mailed to the Archdiocese should be sent with a separate transmittal form.

Make additional copies of this form as needed.

The form can also be found at ArchLou.org/CSA (this version includes excel formulas)

Please contact the Office of Mission Advancement at (502) 585-3291 or mblakeslee@archlou.org with questions.