



# Annual Diocesan Appeal

## Transmittal Report

Name of person completing this form:

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Date: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Parish number: \_\_\_\_\_

Email \_\_\_\_\_

Parish name: \_\_\_\_\_

City/Town: \_\_\_\_\_

	This Report	Total to Date (not required by Diocese, for parish records only)
1. Total number of cards enclosed		
2. Total amount of pledges and one-time gifts	\$	\$
3. Total number of checks enclosed		

### Explanation:

Line #1 – Total number of donation cards enclosed.

Line #2 – Total dollar amount of all pledges **AND** one-time gifts enclosed.

Line #3 – Total number of checks enclosed.

The Weekly Pledge Journal e-mailed to you will reflect the ongoing total.

### Steps to Success:

- ✓ Please Do NOT send cash – please issue a parish check for any cash gifts.
- ✓ Please Do NOT have donors write credit card numbers on pledge cards. Instead, direct them to [dmdiocese.org/giving](http://dmdiocese.org/giving) or have them call the Stewardship Department at 515-237-5083.
- ✓ Please place enough postage on your ADA envelopes before mailing so it arrives to the Finance Department in a timely and safe manner.
- ✓ Using the transmittal envelopes provided by the Diocese, please mail this weekly transmittal form, signed and completed pledge cards, personal checks and a parish check for any cash gifts to the diocesan finance office.

**Diocese of Des Moines**

**Office of Finance**

**601 Grand Avenue**

**Des Moines, Iowa 50309**

**(515) 237-5028**

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