

Weekly Transmittal Form

Date: _____

Parish Name: _____

Parish Number: _____

Prepared by: _____

Email: _____



	This Report	Total to Date (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		
4. Total amount of checks enclosed	\$	\$

Explanations:

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.

Line #4 – Total dollar amount of checks enclosed.

The “Total to Date” column may be used for your parish records. **It is not required by the finance office.** The Weekly Pledge Journal emailed 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/ignite or have them call the Stewardship Department at 515-237-5083.
- ✓ Please place enough postage on your *Ignite!* 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) 237-5083**