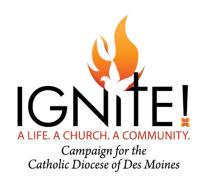
Weekly Transmittal Form

Date:	
Parish Name:	
Parish Number:	
Prepared by:	
Fmail:	



	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 finance@dmdiocese.org