

**Weekly Transmittal Form**

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

Parish Name: \_\_\_\_\_

Parish Number: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Email: \_\_\_\_\_



	<b>This Report</b>	<b>Total to Date (for parish records only)</b>
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](http://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](mailto:finance@dmdiocese.org)**