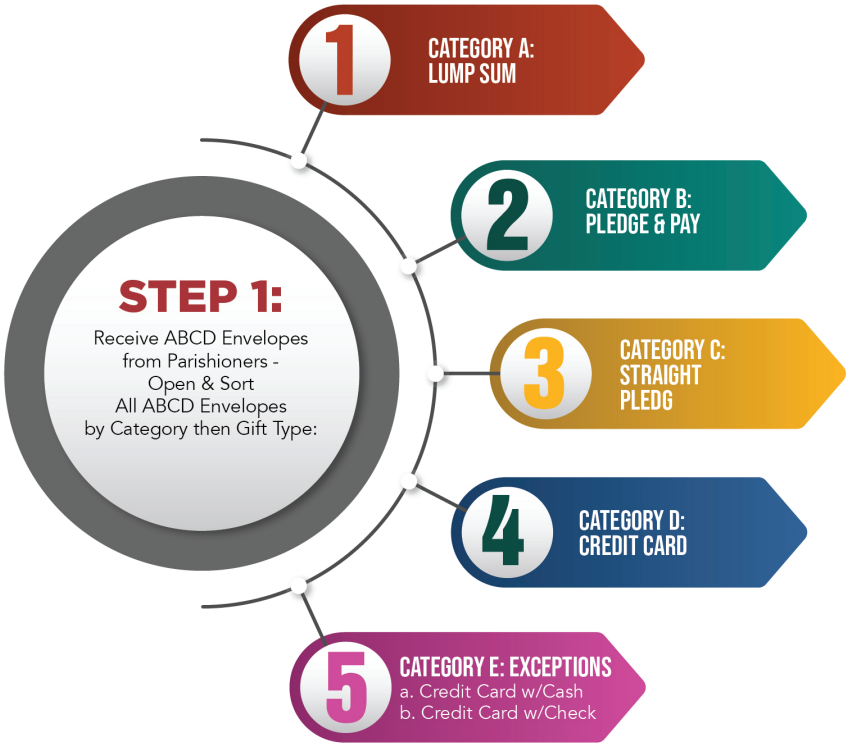
GIFT PROCESSING & REPORTING

PROCESSING AT THE PARISH

Processing at the parish can begin at any time from January through February 28th using our web-based processing system. Below is a snapshot of the parish processing map (available in full size electronically under parish resources tab online).



STEP 2:

Process batches by Category using the ABCD Web Processing Portal. Place all separated original pledge envelopes along with corresponding Batch Reports and Parish Check into Tamper Evident Bags by Category. Category E does not qualify for batching. Please note that each Tamper Evident Bag should be labeled by Category.

STEP 3:

Deliver to Development Office by approved delivery methods. All packages sent to Development Office for ABCD should be insured/bonded & trackable.

**IMPORTANT NOTE:

* *DO NOT separate Cash/Check from Pledge Envelope. Please send the envelopes with original content*
* *DO NOT deposit any cash or checks.*

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