

Donation Acceptance Procedures

When a donation is received the volunteer tasked with donor data entry shall input gifts into the donor data management system and shall code the gift as to:

- 1) Fund (i.e. program or campaign that it supports)
- 2) Source (i.e. Restricted, Unrestricted, Corporation, Individual, etc.), and
- 3) Gift type (i.e. cash, securities, etc.)

The data entry volunteer shall ensure that all possible information about the donor is recorded in the data management system.

The data entry employee shall also create a common system for recording check memos so as to enable effective reporting from the database.

Gifts entered in the database system will then be uploaded into the accounting software.