**Pledge Write Off Policy**

**Advancement Services will pull pledge information for this process once a quarter (October, January, April and July). Pledges will be considered overdue when the last payment is 90 days or more past due.**

**On pledges of $1,000 or less:**

**Advancement Services will notify the benefitting school or unit. The school or unit has 10 business days to contact the donor. If Advancement Services does not receive donor documentation for a pledge schedule update within that 10 day window, the pledge will be written off.**

**On pledges less than $50,000:**

**Advancement Services will notify the Development Officer or benefitting school or unit. The school or unit has 20 business days to contact the donor. If Advancement Services does not receive donor documentation for a pledge schedule update within that 20 day window, then Advancement Services will send a letter to the donor notifying them that we are writing off their pledge. If Advancement Services does not receive donor documentation for a pledge schedule update within 60 days of the date of the letter, the pledge will be written off.**

**Pledges greater than $50,000:**

**Advancement Services will notify the Development Officer or benefitting school or unit. The school or unit has 90 days to contact the donor. If Advancement Services does not receive donor documentation for a pledge schedule update within that 90 day window, then Advancement Services will send a letter to the donor notifying them that we are writing off their pledge. If Advancement Services does not receive donor documentation for a pledge schedule update within 60 days of the date of the letter, the pledge will be written off.**

**If the donor wants to change their pledge schedule, then the agreement will be revised via addendum, the pledge will be revised to reflect the new amount, if appropriate, and new payment dates. The re-negotiated pledge will not count as a new gift towards metrics or reporting.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Pledge Amount** | **Day 1** | **Day 11** | **Day 21** | **Day 81** | **Day 91** | **Day 151** |
| **$1000 or less** | **Dept Notified** | **Written off** |  |  |  |  |
| **$1001 - $50,000** | **Dept Notified** |  | **Letter sent** | **Written off** |  |  |
| **$50,000+** | **Dept Notified** |  |  |  | **Letter Sent** | **Written off** |