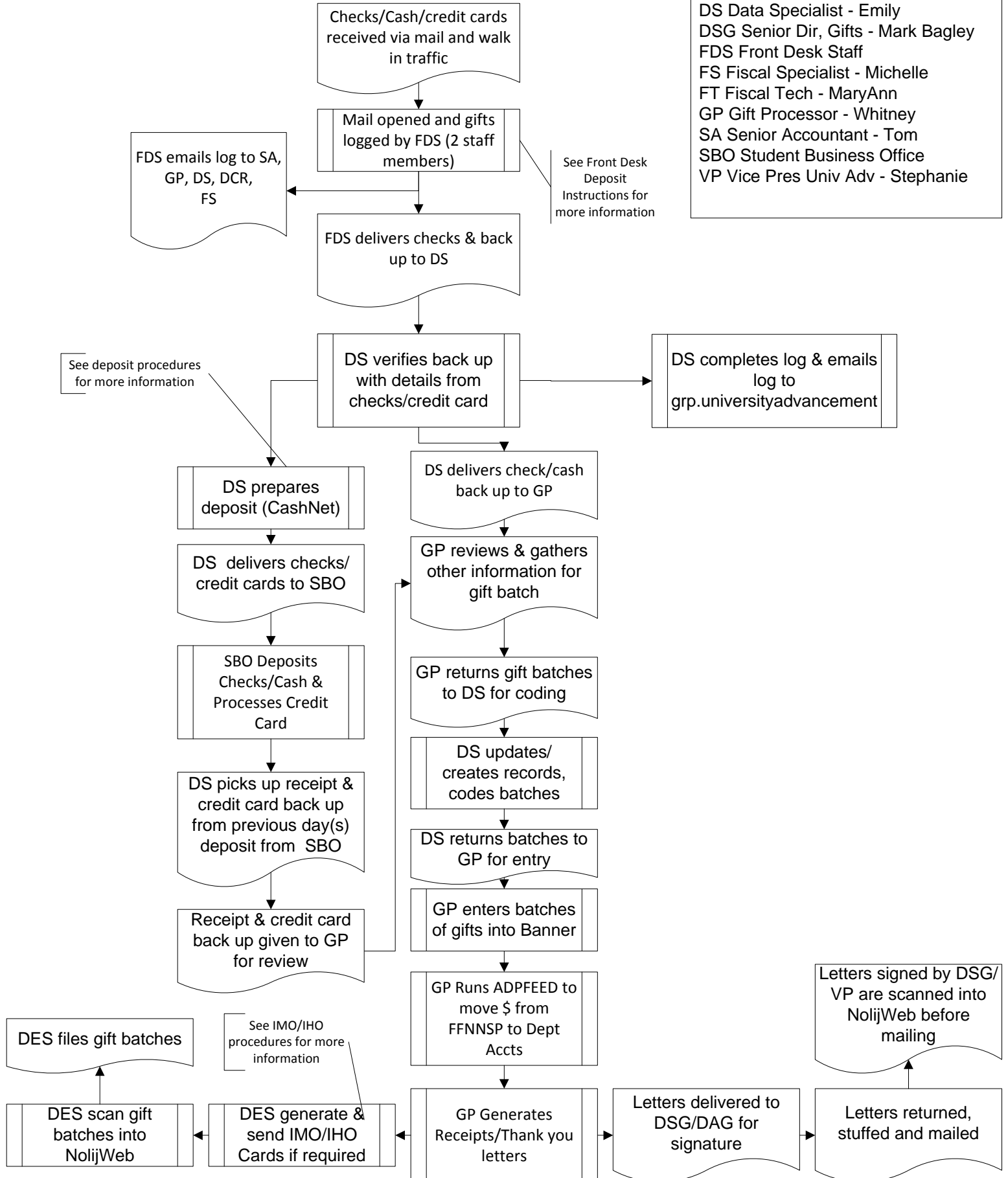


# Office Deposit

COO Chief Operating Officer - Brovak  
 DAG Dir Annual Giving - Caite  
 DCR Dir Const Records - Donna  
 DES Data Entry Students  
 DS Data Specialist - Emily  
 DSG Senior Dir, Gifts - Mark Bagley  
 FDS Front Desk Staff  
 FS Fiscal Specialist - Michelle  
 FT Fiscal Tech - MaryAnn  
 GP Gift Processor - Whitney  
 SA Senior Accountant - Tom  
 SBO Student Business Office  
 VP Vice Pres Univ Adv - Stephanie



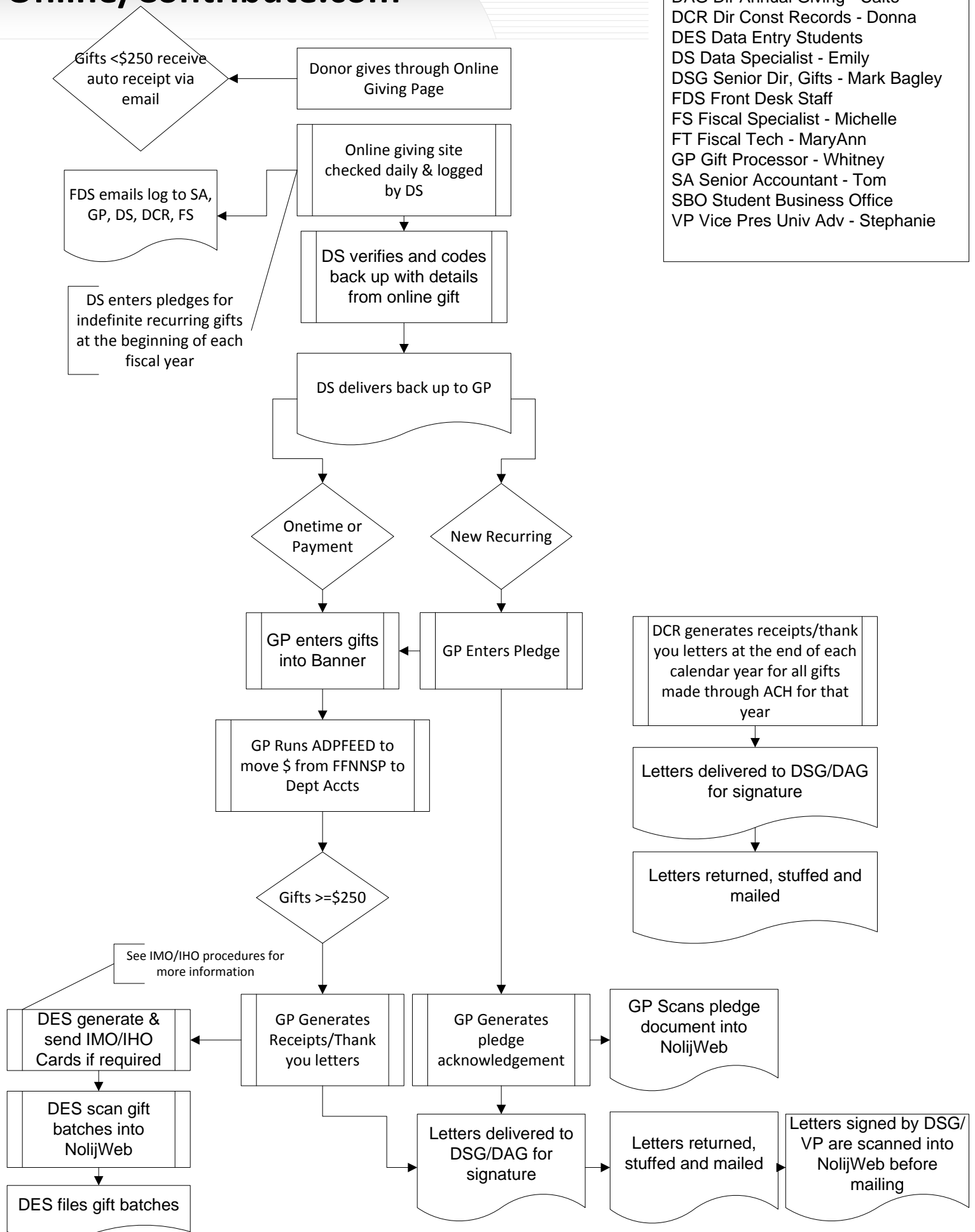
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# Online/Contribute.com

Friday, May 15, 2015

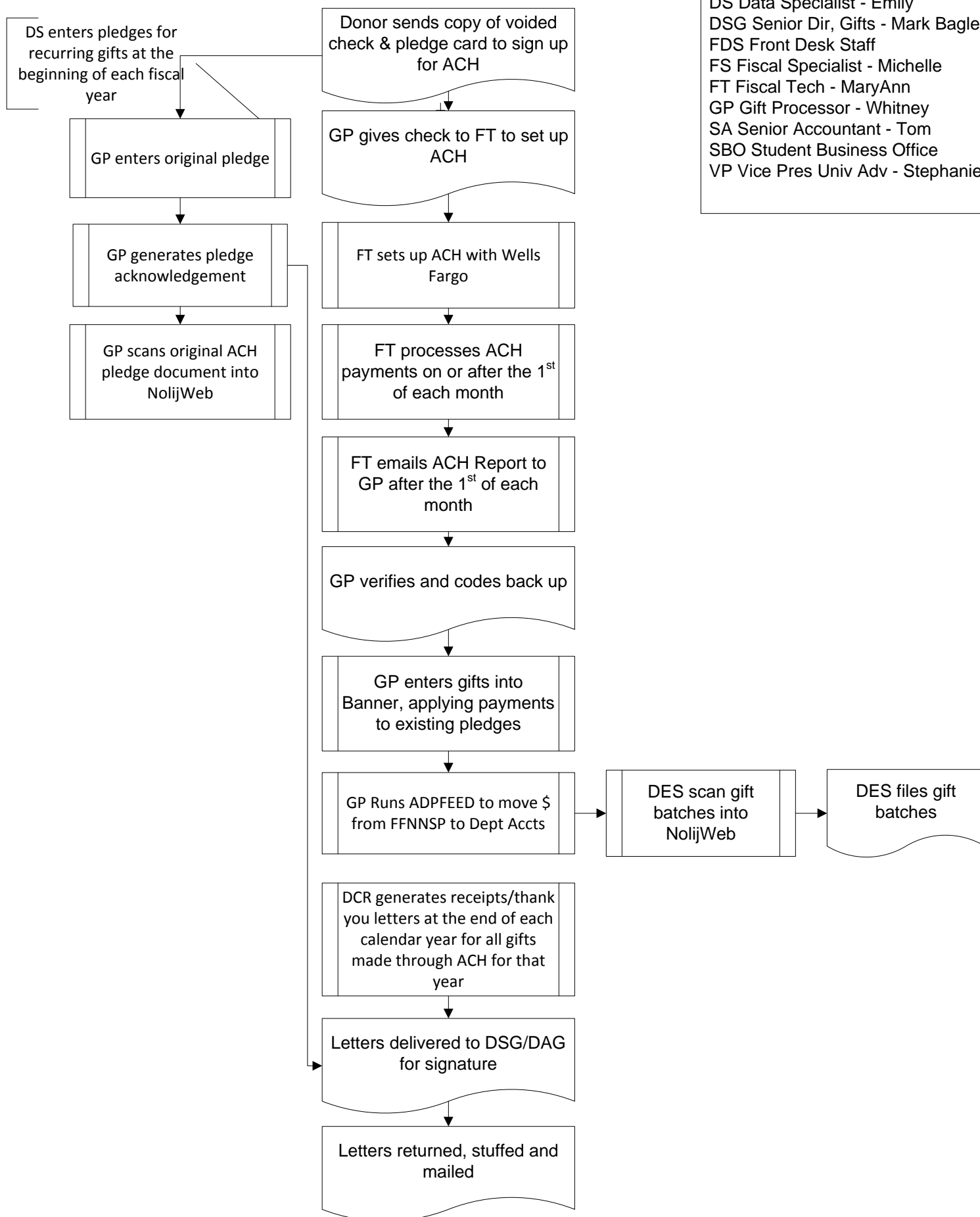
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# ACH/Wells Fargo

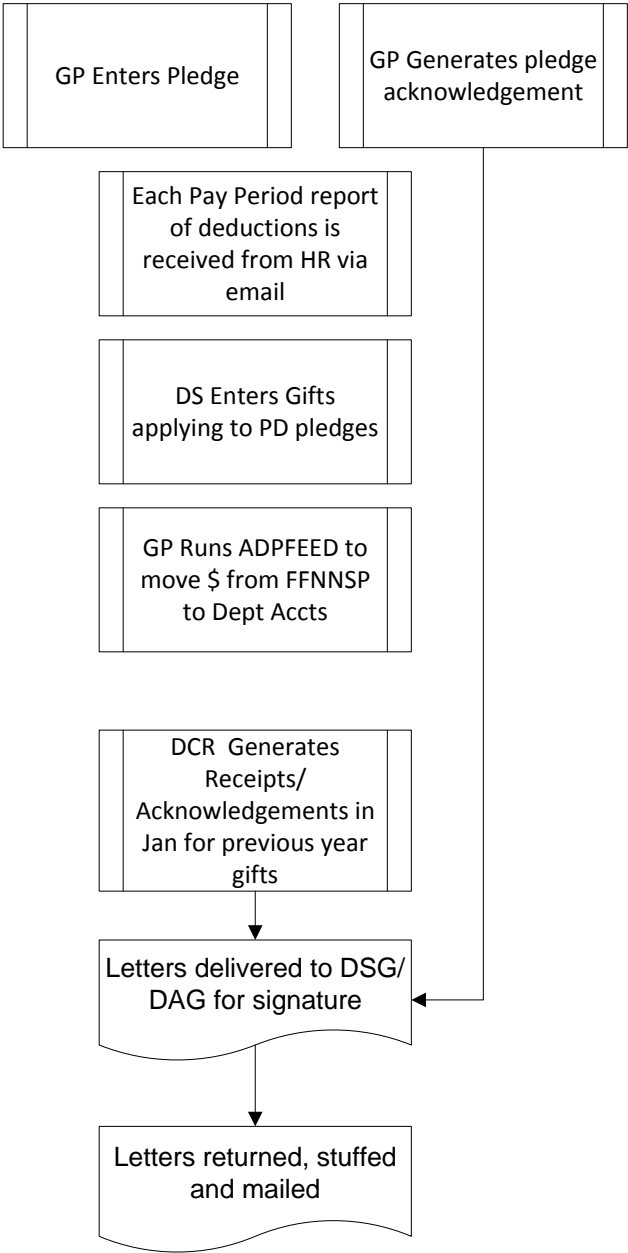
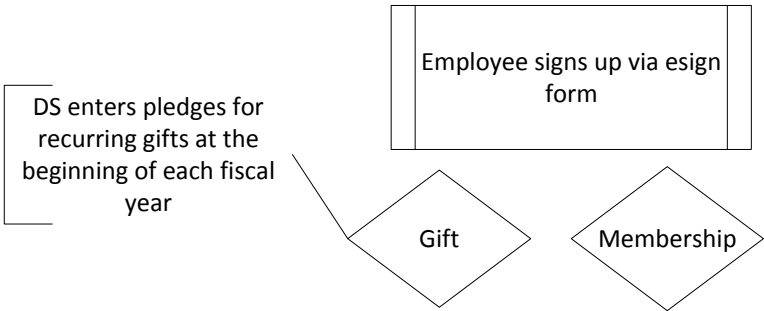
Friday, May 15, 2015

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# Payroll Deduction

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# Stock

Friday, May 15, 2015

SA receives notification that stock gift has been made

Stock gift transmittal form is prepared by SA and given to GP

GP verifies and codes back up

GP enters gifts into Banner, applying payments to existing pledges

GP Runs ADPFEE to move \$ from FFNSP to Dept Accts

DES scan gift batches into NoliWeb

DES files gift batches

Letters delivered to DSG/DAG for signature

Letters returned, stuffed and mailed

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# Gifts in Kind

Friday, May 15, 2015

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Department that accepts Gift in Kind submits Gift in Kind esign form

GP determines whether further approval is necessary

Esign form forwarded to COO if necessary

If no further approval is necessary, GP prints and locks form

GP verifies and codes back up

GP enters gifts into Banner, applying payments to existing pledges

GP Runs ADPFEEED to move \$ from FFNNSP to Dept Accts

DES scan gift batches into NoliWeb

DES files gift batches

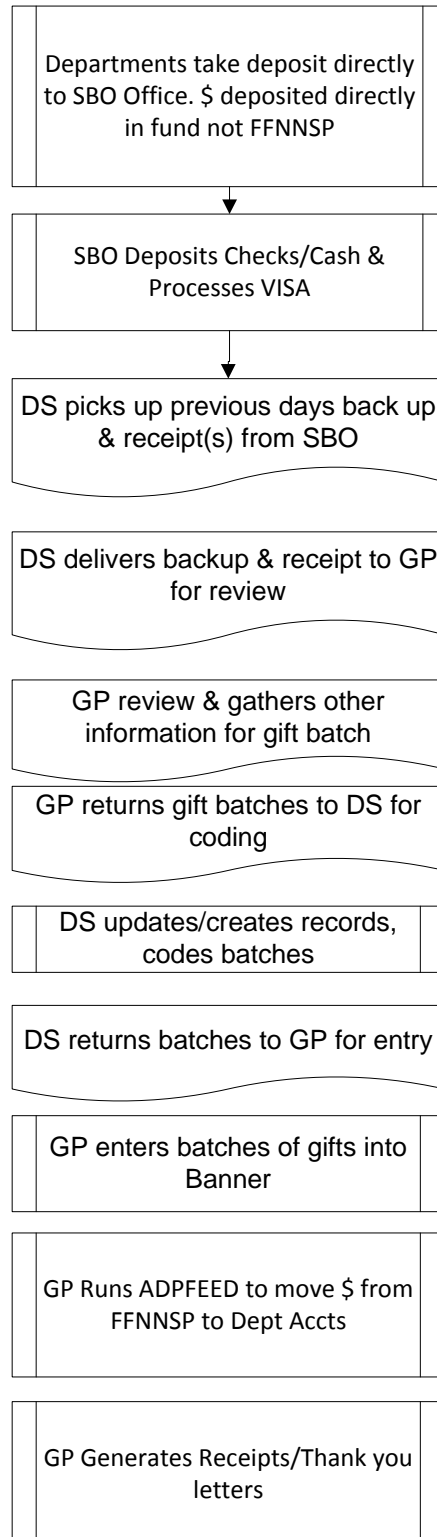
Letters delivered to DSG/DAG for signature

Letters returned, stuffed and mailed

# Department Deposits

Friday, May 15, 2015

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Letters delivered to DSG/DAG for signature

Letters signed by DSG/VP are scanned into NoliWeb before mailing

Letters returned, stuffed and mailed