**Gift Processing Procedures FY15 – Stevens Institute of Technology**

1. Gift processor (GP) picks up the mail delivery from the development mail room twice daily by 11:30 am and 3:30 pm and sorts. Opens all mail that even remotely looks like it might contain a gift or check. Stamps every gift with a datestamp, and then passes all RSVP-related gifts/mail to the Event person for pre-processing. Event person processes the RSVP and then returns to Gift Processor by end-of-day. All non-gift mail returned to admin staff for distribution by 1:00pm and 4:30pm.
2. Gift processor completes at least 2 batches per day minimum whenever there are gifts outstanding. Goal is that the morning mail is processed in an early afternoon batches, and the afternoon mail is processed in the next morning’s batches. AVP of Development Services (AVPDS) or Director of Development Services (DDS) reviews, validates and commits the batch on an alternating schedule. The goal is frequent, small batches in an assembly line fashion. First in—first out. All daily batches must be committed by 3pm.
3. DDS or AVPDS signs all matching gift forms as part of the batch-review process.
4. Every day, transactions are batched from NetCommunity at least once. NetCommunity transactions should be no older than 24 hours when processed.
5. Tax receipts are run every day (ideally after 3pm when batches are closed). Receipts are run as a test 1 time without marking as receipted to make sure that everything runs properly. Then run again, this time checking off the box that the gift has been receipted. All receipts are saved in a unique dated file so that they can be retrieved later if need-be. Receipts are printed and placed on AVPDS desk no later than 3pm (backup DDS). AVPDS/DDS checks them. If there are corrections that need to be made, those are returned to GP, who makes the corrections and then unchecks the receipt box and delete the receipt date so that it reruns in the next day’s receipts batch.
6. Overall goal is 100% accuracy and 48-hour turnaround from receipt of the check, to when the receipt letter goes into the mail.
7. All write-offs and adjustments are done using the appropriate write-off tools in Raiser’s Edge. Staring May 1, 2014, no gift transactions may be deleted from Raiser’s Edge, and no changes are to be made to a gift record after a batch has been committed.
8. Daily Close: At 3pm each day, no further batches should be committed and no further write-offs and adjustments should be done. Batch work can be processed by GP, but no batches should be committed after 3pm until the following day. After 3pm, AVPDS produces daily reports of all gifts committed that day, as well as all adjustments, write-offs etc.
9. One deposit is completed per day between 3pm and 5pm, containing only checks from batches committed that day.
10. New Account Requests: When a new account is requested, a fund is immediately set up in Raiser’s Edge with a temporary number so as not to hold up gift processing/depositing. When the new number is received, account number is replaced in Raiser’s Edge.