

Winthrop University Foundation
683 Oakland Avenue
Sykes House
Rock Hill, SC 29733

Pledge Write-off Policy Form (WUF-T)

It is incumbent upon designated professional staff to communicate with donors regarding delinquent major gift pledges. In some cases, a restructured pledge payment schedule or other accommodation would be appropriate to allow a donor to fulfill a pledge.

However, in those cases where the donor clearly states his or her interest in cancelling a pledge, this form is to be signed as indicated below and submitted to the Gift Records Manager.

It is the policy of the Foundation that additional signatures are required to write-off a pledge of \$10,000 or more made by the donor. Pledges of less than \$10,000 may be written off by professional staff submitting this form to the Gift Records Manager (additional signatures are not required).

Print name of donor:

Original pledge amount:

Date of pledge:

College or Dept receiving pledge:

Reason for pledge cancellation:

Signature of Professional Staff: _____

Date:

Signature of Executive Vice President
of the Winthrop University Foundation: _____

Date: