

It is incumbent upon designated professional staff to communicate with donors regarding delinquent major gift pledges. In some cases, a restricted 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: _____
Signature Date

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