



REQUEST FOR EXCEPTION TO DONOR PLEDGE WRITE OFF POLICY

All requests for exceptions to the requirements of the Donor Pledge Write Off Policy must be recorded using this form and delivered to the Chairperson of the Audit and Risk Committee and the Chairperson of the Board of Trustees.

Name of Donor: _____

Amount of Original Pledge: _____

Date of the Original Pledge: _____

Amount Outstanding: _____

Last Payment Date: _____

Reason for Exception: _____

Supporting Documents: _____

Donor Intent: _____

Time Requested for Extension: _____

Signature (Vice President of Advancement and Vice President of Finance)

Date