

# FGO Tessitura Contribution Processing Form

Today's Date: \_\_\_\_\_

Person Submitting Form: \_\_\_\_\_

Constituent ID #: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Major Member

<input type="checkbox"/> FOR SOFT CREDIT:	Creditee Constituent ID #: _____	Name on Account: _____
	Soft Credit Amount: \$ _____	

<input type="checkbox"/> FOR PLEDGE/SCHED PMT:	Total Pledge Amt: _____												
	Payment Number: _____												
	For First Payment Schedule:	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comment: _____												

FY/Campaign Season: _____	Fund Description: _____
Source Number: _____	Designation: _____
Channel:	<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Outbound Phone <input type="checkbox"/> Telemarketing <input type="checkbox"/> Transfer <input type="checkbox"/> Web

The exact source number, fund description, and designation (if one exists) are required for processing. If a source has been promoted, into constituent records, it may be found in an account under **Contacts > Promotions** in the far right column of the source. If the payment is for an elevated event, the source is in the event record under **History > Events**. If not in either place, check **FGO Source Codes by Appeal** in the Campaign/Appeal folder of the Reports module. Also in the same folder is another report, **FGO Campaigns, Funds, Designations**, which lists all active campaigns and associated funds and designations, if any.

<input type="checkbox"/> FOR ACKNOWLEDGEMENT:	<input type="checkbox"/> Standard <input type="checkbox"/> Custom**	TO:	<input type="checkbox"/> Donor <input type="checkbox"/> Creditee <input type="checkbox"/> Both <input type="checkbox"/> Additional Gift	
Comments: _____ <small>**For Custom Acknowledgement, please provide the text to be used in the letter.</small>				

<input type="checkbox"/> FOR MEMBERSHIP PAYMENT:	Membership Level: _____	
	Status (Check One):	<input type="checkbox"/> New <input type="checkbox"/> Renew <input type="checkbox"/> Reinstate <input type="checkbox"/> Upgrade

Total Payment: \$ _____	Check #: _____						
Name on Check/Credit Card (if different): _____							
Credit Card Type:	<input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa						
<table border="1" style="margin-left: auto;"> <tr> <th colspan="2">For Scheduled CC Payments:</th> </tr> <tr> <td colspan="2">Set up automatic billing?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>		For Scheduled CC Payments:		Set up automatic billing?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
For Scheduled CC Payments:							
Set up automatic billing?							
<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Credit Card Number: _____	Exp Date: _____						
General Comments: _____							

Version 12/18/2009

*Please attach check securely here.*