

FOR INTERNAL USE ONLY

ENVELOPE # _____

ENVELOPE ROUTING SLIP

RDM	1.	FACE ENTERED	_____
RDM	2.	VERIFY IF PARTIAL/FINAL/ADDITIONAL	_____
RDM	3.	UPDATE/ENTER # OF EMPLOYEES/DONORS	_____
RDM	4.	VERIFY ECC/CEO CONTACT NAME IN ANDAR	_____
RDM	5.	ENTER CAMPAIGN NOTES IN ANDAR, IF APPLICABLE	_____
RDM	6.	ROUTE ENVELOPE TO FC	_____
FC	7.	ENTER CORP GIFT PLEDGE/PAYMENT	_____
FC		SELECT BILLING SCHEDULE	_____
FC	8.	ENTER FULLY PAID GIFTS/BATCH TRANSACTION	_____
FC	9.	ENTER DIRECT BILL	_____
FC	10.	CREDIT CARDS (FULLY PD)	_____
FC		PROCESS ON AUTHORIZE.NET	_____
FC	11.	ENTER PAYROLL DEDUCTIONS/BATCH TRANSACTION	_____
FC		SELECT BILLING SCHEDULE	_____
FC	12.	ENTER SPECIAL EVENTS	_____
FC	13.	PHOTOCOPY CHECKS AND OTHER DOCUMENTS	_____
FC	14.	RECORD DEPOSIT/FORWARD CHKS TO FINANCE OFFICE	_____
FC	15.	CLOSE ENVELOPE	_____
FC	16.	ROUTE ENVELOPE TO DM	_____
DM	17.	VERIFY DONOR NAME/ADDRESS/EMAIL	_____
DM	18.	VERIFY DONOR ACKNOWLEDGEMENT FLAGS	_____
DM	19.	VERIFY LEADER STATUS	_____
DM	20.	VERIFY LEADER/ROSER NAME/ANONYMOUS	_____
DM	21.	PHOTOCOPY LEADERSHIP REPORT FORM	_____
DM	22.	ROUTE ENVELOPE TO FC	_____
FC	23.	BATCH BREAKDOWN	_____
FC	24.	DESIGNATIONS/RELEASE INFO FLAGS	_____
FC	25.	CLOSE ENVELOPE	_____

THANK YOU