



Policy Holder: Gwinnett Tech Foundation (GTFPP-03-20)	Owner: Coordinator, Institutional Advancement	Effective: 11/06/2015
Division: Institutional Advancement		Reviewed: 3/2019, 1/2021 Revised: 8/20/2026

9.3.12 GT Foundation Write Off Policy

At the time the pledge (intention) is entered into the Raiser's Edge database, an installment schedule, based on the number of anticipated payments and the beginning and end date of the pledge (intention), is established. Installment information is used to generate pledge (intention) aging reports and monitor the progress of pledges (intentions) and to identify non-performing pledges (intentions).

The Foundation is responsible for ensuring the viability of pledges or intentions and will cancel, write-off, or modify any nonperforming pledge or intention that does not accurately reflect donor obligations or wishes. The Executive Director will review all pledges or intentions annually to ensure that they accurately reflect the outstanding commitments to the Foundation as of the June 30 each year. In general, the Foundation will strive to resolve delinquencies within one year of the payment due date.