

[UNIVERSITY NAME]

Office of Advancement & Philanthropy
[Address Line 1]
[City, State, Zip Code]
[Email/Phone]

PLEDGE INVOICE

Date: [Date]
Invoice #: [Number]

DONOR INFORMATION

[Donor Name]
[Donor Address]
[City, State, Zip]
Donor ID: [ID Number]

PAYMENT DETAILS

Due Date: [Date]
Pledge Reference: [Reference Name]
Fiscal Year: [YYYY]

Description of Gift / Designation	Fund/Project Code	Amount
[Installment Description / Scholarship Fund Name]	[Code-000]	\$0.00
[Capital Campaign / Building Fund]	[Code-000]	\$0.00

Subtotal: \$0.00

Total Amount Due: \$0.00

The [University Name] is a 501(c)(3) non-profit organization. Please consult your tax advisor regarding the deductibility of this contribution. No goods or services were provided in exchange for this gift.

Payment Methods: Check (payable to [University Name]), Wire Transfer, or Online via [URL].

Thank you for your transformative support of higher education.