

APA Gift Remittance Process

With the direct mail packet dropping in mid-January, you may receive APA pledge envelopes in the collection basket beginning in January. In order to serve our parishes in the most efficient way, the following procedures have been established to help expedite the remittance of APA envelopes received in each parish and forwarded to the Campaign Processing Office.

- For security and accuracy purposes, please do not open any APA envelopes.
- Open envelopes containing personal checks should be sealed and submitted to the Campaign Processing Office.
- To ensure prompt and accurate posting, please make sure all gift envelopes have your parish name on them
- The APA pledge cards and envelopes should be collected and sent to:

For UPS/FedEx

Campaign Processing Office
Bishop W. Thomas Larkin Pastoral Center
6363 Ninth Avenue N.
St. Petersburg, FL 33710

For USPS

Campaign Processing Office
Bishop W. Thomas Larkin Pastoral Center
Post Office Box 40200
St. Petersburg, FL 33743-0200

- To ensure the integrity of the enclosed gift the preferred method of sending in envelopes is FEDEX or UPS. If you use the USPS, please defer to the Pastoral Center PO Box
- Please submit all APA gifts to the Campaign Processing Office on a regular basis
- For Audit and Internal Control Purposes:
 - ✓ The Campaign Processing Office cannot verify the contents or accuracy of envelopes if the seal is broken
 - ✓ Parish staff handling the collection should count the number of APA envelopes and attach a slip with the envelope count on top of the bundle
- For remittance of loose cash gifts: APA gifts of loose cash should be deposited into the parish account and a check for the total amount of the cash gifts should be forwarded to the Campaign Processing Office with notation of "cash gifts."

**If you have any questions,
please contact the Campaign Processing Office at 727-341-6841.**