

## - NEW FUNDING SOURCE DOCUMENT - ENDOWMENTS ONLY

\_\_\_\_\_  
(Institution Name)

Submit to Chancellor's Office for all activities based upon a new funding source.  
Place copy in front of any applicable master file.

1) Name of endowment: (type in all CAP'S)

2) Granting agency/donor/other funding source: (Attach supporting Documentation)

3) Purpose of endowment: (Attach supporting Documentation)

4) Proper accounting fund:  
 Regular Endowment  Term Endowment

5) General Ledger Activity Code(s): (as proposed or assigned)

6a) Date Endowment Reach Endowment Status:

7) Reporting requirements: (format/to whom/frequency/other)

|                            |  |
|----------------------------|--|
| 8a) <u>Funding amount:</u> | 8b) <input type="checkbox"/> <u>One-time</u> - OR<br><input type="checkbox"/> <u>Ongoing funding</u> (indicate timeframe:) |
|----------------------------|--|

|   |   |
|---|---|
| 9a) <u>Is principal use allowed:</u><br>(w/Board OK?) | 9b) <u>If yes, is replenishment of principal allowed or required:</u> |
|---|---|

10) If investment proceeds generated, indicate intended disposition:  
 Per Board Approved Spending Procedure  
 Fully expend for program as prescribed  
 Increase principal for inflation and expend remainder  
 All Investment earnings added for \_\_\_years before expending for endowment purposes begins  
 Other (describe:)

11) President:

12) Date to Ch's Ofc:

13) Date Board Approved: