



Instructions: Requests must be approved by the department's appropriate lead administrator and require authorization by the University's Provost. To obtain Provost approval, completed forms should be submitted to **Kathy Schoonmaker**, Director of Business Operations for the Provost Office, at kathy.schoonmaker@yale.edu. In accordance with University investment policy, units will be purchased using the current month end unit market value. **Requests must be submitted no later than May 31 for processing during the current fiscal year.**

Gift Information			
Name of Gift with unspent endowment income:			
Gift number:		Dollar amount to be reinvested:	

Reinvestment required
by gift indenture
Provost approval not needed

Reinvestment of income NOT required by
gift indenture, but being done for other
reasons, which are set forth below

Capitalized income
can be invaded

Reason for reinvestment of unspent income:

Requester Information			
Requester Name:		Email Address:	
Requester Signature:		Campus Phone:	
Requesting Department:		Date:	

Approval of Request			
Approved by:		Email Address:	
Title:		Campus Phone:	
Approver Signature:		Date:	

Authorization of Request by Provost	
University Provost Signature:	
Date:	

*Note: Provost approval not required for reinvestment required by gift indenture.

Submit completed form and any supporting documentation to: giftawards@yale.edu
Gift Accounting, Office of the Controller, 25 Science Park, 150 Munson Street, New Haven, CT 06511