



Form 2203 FR.03

Request to Reinvest Unspent Endowment Income to Principal

Revised 12/8/2021

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 **Wanda Diaz**, Sr. Director, Finance and Administration for the Provost Office, at wanda.diaz@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:	\$
Select:	<input type="checkbox"/> Reinvestment required by endowed gift agreement. Provost approval not needed. <input type="checkbox"/> Reinvestment of income NOT required by endowed gift agreement, but being done for other reasons, which are set forth below: <input type="checkbox"/> Capitalized income can be invaded.		
Reason for reinvestment of unspent income:			

Requester Information			
Requester Name:		Email Address:	
Requesting Department:		Campus Phone:	
Requester Signature:		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 endowed gift agreement.

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