



Form 2203 FR.04

Request to Set-Up or Add to a University Fund Functioning as Endowment (“UFFE”)

Revised 3/13/2024

Instructions: Requests must be approved by the department’s appropriate Lead Administrator, or designee, and require authorization by the University’s Provost. Please send all completed forms to Gift Administration at giftawards@yale.edu.

New UFFE

Addition to existing UFFE

Gift # _____

| | |
|--|--|
| Proposed name of new UFFE (or name of existing UFFE for additions): | |
| Reason for and/or purpose of new UFFE: | |

| | |
|---|-----------------|
| Dollar amount to be transferred to new UFFE or added to existing UFFE (minimum of \$100,000 for a new UFFE): | \$ _____ |
|---|-----------------|

| Proceeds to be transferred <u>from</u> : | |
|--|--|
| Company | |
| Yale Designated | |
| Gift | |
| Cost Center | |
| Program | |
| Project | |
| Location | |
| Assignee | |
| Fund ID | |
| Recovery Flag | |

| Proceeds to be transferred <u>to</u> : | |
|--|--|
| Company | |
| Yale Designated | |
| Gift | |
| Cost Center | |
| Program | |
| Project | |
| Location | |
| Assignee | |
| Fund ID | |
| Recovery Flag | |

| Requestor Information | | | |
|-------------------------------|--|-----------------------|--|
| Requestor Name: | | Email Address: | |
| Requesting Department: | | Campus Phone: | |
| Requestor Signature: | | Date: | |

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

| Authorization of Request by Provost | | | |
|--------------------------------------|--|--------------|--|
| University Provost Signature: | | Date: | |

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