



Form 2203 FR.04

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

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. When submitting completed forms for Provost approval, please include a copy of the endowed gift agreement.

☐ 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 from: | |
|----------------------------------|--|
| Company | |
| Yale Designated | |
| Gift | |
| Cost Center | |
| Program | |
| Project | |
| Location | |
| Assignee | |
| Fund ID | |
| Recovery Flag | |

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

| 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: | |

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