



Form 2203 FR.04

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

Revised 6/2/2017

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. When submitting completed forms for Provost approval, please include a copy of the indenture.

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):

\$ _____

Funding to be transferred from:

Charging Instructions	
Company	
Yale Designated	
Grant	
Gift	
Cost Center	
Program	
Project	
Spend/Revenue Category	
Ledger Account	
Location	
Assignee	

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:	

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