



Form 2203 FR.04

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

Revised 9/29/2020

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 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):	\$
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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