



Form 2203 FR.05

Request to Decapitalize an Existing 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.

Name of UFFE to be decapitalized:		Gift #:	
Is complete decapitalization and closing of UFFE being requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dollar amount to be withdrawn from UFFE:	\$
Date by which distribution requested (since endowment units must be redeemed (sold) to decapitalize a UFFE, please allow up to six weeks for the decapitalization to be completed):			
Reason why decapitalization is being requested:			

Withdrawal to be transferred to:	
Company	
Yale Designated	
Gift	
Cost Center	
Program	
Project	
Location	
Assignee	
Fund ID	

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