



Form 2203 FR.05

Request to Decapitalize an Existing 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](mailto:kathy.schoonmaker@yale.edu), Director of Business Operations for the Provost Office, at kathy.schoonmaker@yale.edu.

Name of UFFE to be decapitalized: _____

Gift #: _____

Reason why decapitalization is being requested:

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.)

Is complete decapitalization and closing of UFFE being requested?

YES

NO

Dollar amount to be withdrawn from UFFE:

\$ _____

Withdrawal to be transferred to:

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