



Form 2203 FR.05

Request to Decapitalize an Existing University Fund Functioning as Endowment (UFFE)

Revised 7/17/2019

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.

Main form with fields: Name of UFFE to be decapitalized, Gift #, Is complete decapitalization and closing of UFFE being requested?, Dollar amount to be withdrawn from UFFE, Date by which distribution requested, Reason why decapitalization is being requested.

Table with 2 columns: Withdrawal to be transferred to: (Company, Yale Designated, Gift, Cost Center, Program, Project, Location, Assignee, Fund ID)

Requester Information section with fields: Requester Name, Email Address, Requesting Department, Campus Phone, Requester Signature, Date.

Approval of Request section with fields: Approved by, Email Address, Title, Campus Phone, Approver Signature, Date.

Authorization of Request by Provost section with fields: 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