

**For YSM use only**

Instructions: This form must be completed by departments requesting the reinvestment of unspent restricted endowment income. Such requests must include an explanation as to why the income is being reinvested – e.g. because the endowed gift agreement requires reinvestment of any remaining unspent income or for other reasons. Requests must be approved by the department's appropriate lead administrator and require authorization by the University's Provost. In accordance with University investment policy, units will be purchased using the prior quarter end unit market value. **Requests must be submitted no later than June 15 for processing during the current fiscal year.**

Gift Information			
Name of Gift with unspent endowment income:			
Gift number:		Dollar amount to be reinvested:	\$
Select:	<input type="checkbox"/> Reinvestment required by endowed gift agreement. <input type="checkbox"/> Reinvestment of income NOT required by endowed gift agreement, but being done for other reasons, which are set forth below: <input type="checkbox"/> Capitalized income can be invaded.		
Reason for reinvestment of unspent income:			

Requester Information			
Requester Name:		Email Address:	
Requester Department:		Campus Phone:	
Requester Signature:		Date:	

Approval of Request by Deputy Dean for Finance or Dir. YSM Central Administration			
Approved by:		Email Address:	
Title:		Campus Phone:	
Approver Signature:		Date:	

Authorization of Request by Provost			
University Provost Signature:		Date:	

Requester: Submit form to YSM Central Administration (100 CSS Suite 100), who will submit to Dean's Office for approval.

Dir. YSM Central Admin. to 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