



**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 gift’s indenture 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:	

Reinvestment required by gift indenture

Reinvestment of income NOT required by gift indenture, but being done for other reasons, which are set forth below

Capitalized income can be invaded

Reason for reinvestment of unspent income:

**Requester Information**

Requester Name:		Email Address:	
Requester Signature:		Campus Phone:	
Requesting Department:		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](mailto:giftawards@yale.edu)  
Gift Accounting, Office of the Controller, 25 Science Park, 150 Munson Street, New Haven, CT 06511