



This form may be used to request a new gift budget. Questions should be directed to Gift Policy and Administration, 206-685-1980. Please attach all related donor and departmental correspondence.

FORM PREPARER INFORMATION

| | | | | |
|---------------|---------|-------|-------|--------------|
| Preparer Name | Box No. | Phone | Email | Request Date |
|---------------|---------|-------|-------|--------------|

REQUESTING DEPARTMENT

| | | |
|------------|--------|----------|
| Campus | School | Division |
| Department | | |

TYPE OF FUND PROPOSED

Complete Endowment Name

Fund Purpose:

| | | | |
|---|--|---|--|
| <input type="checkbox"/> General Support <small>(CFAE: Academic Division)</small> | <input type="checkbox"/> Lectureship <small>(CFAE: Faculty/Staff)</small> | <input type="checkbox"/> Student Fellowship <small>(CFAE: Student Financial Aid)</small> | <input type="checkbox"/> Scholarship <small>(CFAE: Student Financial Aid)</small> |
| <input type="checkbox"/> Professorship <small>(CFAE: Faculty/Staff)</small> | <input type="checkbox"/> Chair <small>(CFAE: Faculty/Staff)</small> | <input type="checkbox"/> Faculty Fellowship <small>(CFAE: Faculty/Staff)</small> | <input type="checkbox"/> Endowment for Excellence |
| <input type="checkbox"/> Visiting Professorship <small>(CFAE: Faculty/Staff)</small> | <input type="checkbox"/> Research <small>(CFAE: Research)</small> | | |

PRECISELY DESCRIBE THE PURPOSE OF THIS FUND

(Use the purpose statement from the endowment agreement)

FUND ADMINISTRATION

| | | | | |
|-------------------------|----------------------------|--------------------------|---------|--|
| Fund Administrator Name | Administrator Advance ID # | Fund Administrator Title | | |
| Contact Person Name | Contact Advance ID # | Phone | Box No. | |

GIFT PROCESSING INFORMATION (for GP&A use only)

| | | | | | | |
|---------------|-------------|-------------|--------------------------|---------------|-------------------------|------------|
| Date Received | Reviewed By | Approved By | Allocation Code Assigned | Budget Number | Date Entered on ADVANCE | Entered By |
|---------------|-------------|-------------|--------------------------|---------------|-------------------------|------------|