

ENDOWMENT REQUEST FORM

To: Ronald J. Daniels, President

Via: Daniel G. Ennis, Senior Vice President of Finance and Administration

From:

Recommendation: Approval of an endowed scholarship as described:

Quasi/Unrestricted Endowment Fund

Term Endowment Fund

Permanently Restricted Endowment Fund

Name of Fund:

Donor(s):

Amount:
In Hand \$ **Document #**
Pledge Balance \$

Purpose:

Location of Funds:

Fund	Cost Center or Internal Order

Principal Endowment Account:

Fund	Cost Center or Internal Order

Payout Endowment Account:

Fund	Cost Center or Internal Order

Principal and Payout Account Name: *Short**
*Long***

Financial Function*:**

Presidential Matching: Yes No

Responsible Person:

Signature: _____

* Limited to 20 characters or less
 ** Limited to 40 characters or less