University of Illinois
Banner to Foundation
Endowment Pool Transfer Request Form

Source of funds being transferred:
(Check One)

 Gifts
 Endowment Income-Reinvest Accumulations
 Other (please explain):

Request to:
Transfer money from BANNER #:
and Transfer money to Foundation #:

Note: transfers to existing Permanent Endowments must be allowed by donor

Title of BANNER Fund:

Amount to transfer:

Person requesting transfer: ____________________________ Phone #: ____________________________

Reason for transfer (Brief Explanation):

Original Foundation Source fund number(s): __________________________________________________

Original University Receiving FOAPAL: _________________________________________________

Unit Head: ____________________________ Signature ____________________________ Title ____________________________ Date ____________________________

In requesting the above transfer, I understand that investing gift funds into the endowment pool involves market risk. If transferring funds to a quasi endowment fund, I understand that it is recommended that the money stay invested for a period of at least 5 years to lower the potential market risk and must have a minimum balance of $25,000 to initiate a new fund.

Please submit the following to UIF Stewardship Services Department, 414 Harker Hall, UIUC, MC-386:

A. Completed Fund Transfer Request Form
B. Completed Fund Create form (if appropriate)
C. All documentation you have pertaining to donor intent and/or original fund solicitation (i.e. fund agreement, documents or letters creating fund, etc.)

For OBFS Use Only
OBFS Approval: ____________________________ Title ____________________________ Date ____________________________

For Foundation Use Only
Permanent Endowment
Original documentation stating donor intent attached.
Stewardship checked for donor intent (compatibility of purpose).
Endowment guidelines and/or donor allow for reinvestment of income back to principal.
Verified transfer with appropriate department contact.

Quasi-Endowment
Original documentation stating donor intent attached.
Stewardship checked for donor intent (compatibility of purpose).
Statement of understanding has been initiated.
Quasi-endowment fund established.
Verified transfer with appropriate department contact.

UIF Approval: ____________________________ Name ____________________________ Title ____________________________ Date ____________________________

For Office of Cash Management and Investments Use Only

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