

Attachment A (New Regents FFE Request)

Funding source can be from Regents and/or UCSB Foundation (include ledger page)

Please include a memo outlining the purpose of the new FFE and funding sources.

Once line 1 & 2 are signed by the department:

1. Forward to Shannon Johansen in EMF Accounting SAASB 3201. On the intercampus envelope please put Shannon Johansen as well as a post it on the form inside the envelope with Shannon Johansen.
2. Notify Shannon.Johansen@bfs.ucsb.edu in EMF that an Attachment A is in route.
3. EMF will verify the information and route for the remaining signatures.
4. Once fully signed EMF will submit the new fund request to UCOP.
5. Once UCOP assigns the new fund EMF will transfer funds to UCOP for investment in the new FFE.
6. EMF will send a copy of the fully signed Attachment A to the department.

UCSB Fund Functioning as Endowment (FFE) Establishment Request

Academic/Administrative Unit: _____

Fund Administrator: _____

Initial Sources of Funds to be used for FFE Establishment (all fund sources must have the same gift purpose):

Fund Name	Account Number/Fund Source	Foundation Or Regents	Amount to be Transferred
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of New UC Regents Fund: _____

Purpose of New UC Regents Fund:

Note: Current General Ledger, a cover memo substantiating request, and documents delineating any donor restrictions must be attached to this form at the time of submission.

Preliminary Endorsement:

This request is in conformance with donor intent and consistent with academic/administrative objectives of the unit. All parties understand that proceeds shall be invested in approved endowment portfolios composed of stocks, bonds and alternative investments and that some level of risk is inherent in these portfolios.

1. Chair/Director _____ Date: _____

2. Dean/Vice Chancellor _____ Date: _____

Review and Endorsement:

This request has been reviewed and is endorsed below for conformance with donor intent and university policy as it relates to Budget and Planning, Accounting and Institutional Advancement.

3. Campus Controller: _____ Date: _____

4. IA-Finance & Administration: _____ Date: _____

5. Campus Budget Officer: _____ Date: _____

Final Review and Approvals:

This request is approved as submitted and the offices of Budget and Planning, Accounting, and Institutional Advancement Finance and Administration are directed to take the necessary actions to implement the request. To provide maximum flexibility, the initial approval provides for a drawdown of up to 50% of the initial fund corpus without further Chancellor approval.

6. Chancellor _____ Date: _____