

Attachment B (FFE Deposit/Withdrawal)

Deposits: Regents or UCSB Foundation funds can be added to the corpus of **Regents** FFE's; donor intent must be adhered to. Please include ledger pages for source funds.

Withdrawals: This form is only for **Regents** FFE's. Please include a memo outlining the reason for the withdrawal. To withdraw funds from a Foundation FFE, please use the Request for Transfer of Foundation Funds to Campus (UDEV 100-8 TRF).

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 B is in route.
3. EMF will verify the information and route for the remaining signatures.
4. Once fully signed EMF will transfer or withdraw funds from the FFE as indicated on the Attachment B.
5. EMF will send a copy of the fully signed Attachment B to the department.

UCSB GIFT FUND DEPOSIT/WITHDRAWAL REQUEST

Academic/Administrative Unit: _____

Fund Name: _____

Account Number/Fund Source	Foundation Or Regents	Amount to be Reinvested/Withdrawn
_____	_____	_____

Fund Administrator initial one of the following as appropriate for reinvestment:

_____ This is linked to an Endowment Fund. I understand that the decision to reinvest funds into principal is irreversible and permanent. I understand that this means these funds will no longer be available for expenditure but instead shall be invested in order to produce greater returns and enhance future payouts.

_____ This is linked to a Fund Functioning as an Endowment. I understand that the decision to reinvest funds into principal is intended to be a long-term strategy. I understand that this means these funds will no longer be available for expenditure but instead shall be invested in order to produce greater returns and enhance future payouts. I understand that with Chancellor’s approval the principal of such a fund may be invaded, but that this should occur only under exceptional circumstances.

Fund Administrator initial the following as appropriate for withdrawal from a Fund Functioning as an Endowment:

_____ This is linked to a Fund Functioning as an Endowment. I am requesting the Chancellor’s approval to invade the Fund principal in the amount of \$ _____ and certify that this is necessary due to exceptional circumstances.

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 and bonds and that some level of risk is inherent in these portfolios.

- 1. Fund Administrator: _____ Date: _____
- 2. Dean/Vice Chancellor _____ Date: _____

Review and Endorsement:

- 3. Campus Controller: _____ Date: _____
- 4. IA-Finance & Administration: _____ Date: _____
- 5. Campus Budget Officer: _____ Date: _____

Final Review and Approval:

- 6. Chancellor: _____ Date: _____