



Request New Foundation/Scholarship Fund

Fund Name: _____

College/Unit: _____ Department: _____

Donor

Full Name: _____

Fund Purpose:

Fund Description: _____

Copies of Fund Reports to Donor: YES NO

Additional Recipients of Report:

Banner UID: U _____

Banner UID: U _____

Name: _____

Name: _____

Authorized Signatures for Expenditures:

Title(s): _____

Departmental Contacts:

Email: _____@memphis.edu Name: _____ Title: Director of Development

Email: _____@memphis.edu Name: _____ Title: _____

Email: _____@memphis.edu Name: _____ Title: _____

Fund Type: Endowment Current Expendable

Fund Agreement Received YES NO

Has Money Been Received? YES, Amount _____ NO

Waiver Information (if applicable):

Funding received does not satisfy Foundation policy of a \$2,000 minimum for current expendable funds and \$30,000 minimum (including pledges representing and unconditional promise to pay) for endowment funds.

Other Foundation policy criteria not met (please specify):