

**Action necessary: Choose one of the actions below:**

New Fund

Change a Current Fund

Close/Block Fund

EA initial approval: \_\_\_\_\_

AFRS approval: \_\_\_\_\_

AFRS approval: \_\_\_\_\_

AFRS approval: \_\_\_\_\_

AFRS keyed: \_\_\_\_\_

Final Verification: \_\_\_\_\_

EA final approval: \_\_\_\_\_

**Basic Screen:**

FM Area

Fund Number

Short Title (21 spaces)

Long Title (Full Name)

Valid From:

Valid To:

Fund Type

Funds Application

**Additional UK Fund Fields:**

Research Priority Area

Cancer Research Match

Business Area

Net Asset Class

Discipline

Contact Person (First then Last Name)

Department

Responsible Person (Last, First Name)

Earning Pool ID

Functional Area

**Add UK Endowment Fields:**

Endowment Type

Spending Agreement

Service fee

Non-Standard Spending Distribution

Share Value

Adjusted Contributed Value

Spending Rule Rate

Next Year Estimated Spending

RCTF

Endowment Category

Endowment Term

Fund Currency

Governing Document

First Deposit

Exempt from service fees

Special Condition

**Endowment Spending Distribution:**

**Cost Center and Fund cannot both be entered on the same line**

**Cost Center**

**Fund**

**Distribution percentage**

Please enter one cost center or fund per line. Be sure that that the total distribution equals 100%. Thank you.

Total

**Required Explanation:** Briefly explain the intended use of the endowment fund form and attach a copy of the final endowment agreement as supporting documentation for new or amended fund agreements.

Originator's signature

Business Officer signature

Area Budget Officer signature

Endowment & Gift Accounting signature

Date

Date

Date

Date