For Foundation Use Only:

Fund #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Radford University Foundation, Inc.

Fund Maintenance Request Form

Fund Maintenance Requested by: Request Date:

Requestor Position/Title: Campus PO Box: Campus Phone:

Mark One: Create Fund:  Update Fund:  Deactivate Fund:

College and/or Affiliated Program:

Guardian of Fund (list position, not person’s name):

(If different than requestor)

Fund Name:

Updated from Fund Name (if applicable): Fund Number (if known): Designation Name (if known):

Endowed Fund: Yes:  No:  If Yes, endowment level:

*Note: Endowment funds will have 2 funds established: one for the endowment (corpus & earnings) and one for the annual spending. If donations are received for current spending, a separate designation will be established to track that activity.Additionally, if funds will be received from fundraising events, designations may be created to track that activity.*

Income Received from: Donations:  Other Sources:  Both:

**Purpose or Activity of the proposed fund (must be completed to document the restrictions placed on fund, unless approved gift agreement is attached (preferred for endowments)** **): Additionally, explain why any of the current funds would not work for any new fund requests.**

**Any special requirements of the fund (must explain any “Other Sources” of income here (including Events), and explain if fund is considered a “term” fund with an assumed “end date,” typically seen with project and pass-through scholarships):**

I RECOGNIZE THAT MY ADMINISTRATIVE POSITION GIVES THE AUTHORITY TO ACT AS A STEWARD OF THE ABOVE NAMED FOUNDATION FUND AND GIVE MY APPROVAL FOR THE CREATION AND ADMINISTRATION OF THIS FUND BY THE RADFORD UNIVERSITY FOUNDATION, INC.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean of College (required for all academic funds)

Signature Date

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Provost (required for all academic funds)

Signature Date OR

Vice President (non-academic funds)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_University President or Designee (athletic funds only)

Signature Date

***\* Forms related to Foundation Operations must be signed by the Foundation Controller or Executive Director.***

For Foundation Use Only:

Fund Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maintenance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spendable Fund Required?  Event Designation Required?  Membership Designation Required?

Fund Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spendable Fund Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org Code: \_\_\_\_\_\_\_\_\_\_\_ Program Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated: FRAGRNT:  or N/A FTMFUND:  FNMENDW:  or N/A FTMFBAL:  or N/A ADADESG:

COE on File (must be for endowed funds):  Advancement Designation (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO, Controller or Authorized Officer of the

Radford University Foundation, Inc. Form Updated 5/2018