TO:

VIA:

FROM:

SUBJECT: Endowment Fund Polices & Procedures-

1. Spending account code: _____

2. A permanent file has been created and will be maintained. Location of file: _____

3. Type of endowment (check one):   ☐ Permanent   ☐ Term   ☐ Quasi

4. Type of restriction (check one):   ☐ Restricted   ☐ Unrestricted

5. <u>Endowment Purpose</u>

6. <u>Policies and Procedures of Endowment Fund</u>

7. <u>Control Procedures</u>

Approved / Disapproved by:

_____
                                                        Date

c: Director of Financial Management
     Director of General Accounting and Loan Collection