



Guidelines

All market risks associated with FFE investments are assumed within the college, department, or unit. To minimize a unit's investment risk associated with investing in the LTIP, the university has established the following guidelines associated with FFE investments, as follows:

- Effective July 1, 2013, the minimum investment amount for an FFE is \$100,000.
- Funds must be invested for a minimum of five years.
- Requests for withdrawal require two-month notice.
- Requests for withdrawal over \$1 million per year require both Provost and CFO approval.
- Existing funds whose market value is below the minimum threshold will be grandfathered for five years; effective July 1, 2018, all funds must meet the FFE requirements.
- Any deviation from policy requires CFO approval.

Requesting unit: _____

From FFE account: _____

Current market value: \$ _____ Amount of withdrawal: \$ _____

Anticipated date of withdrawal (month/year): _____

When was FFE established/funded? before after July 1, 2013

If after July 1, 2013, when (month/year): _____

Have other withdrawals been made from FFE in past 12 months? yes no

If yes, total amount withdrawn prior to current request: \$ _____

To operating account: _____

Reason/purpose for withdrawal:

Requested by: _____ Date of request: _____

College/division Business Officer (or delegate): _____

(Note: Business Officer should submit form, as indication of approval for withdrawal. Requests of \$1 million or more will be routed to CFO and Provost for approval.)