



The college business officer should submit this form to indicate approval for withdrawal.

For withdrawals of \$1 million or more, the unit requestor must obtain approval from the Chief Financial Officer and the Provost before submitting this form to Accounting.

Part I: Requestor/Unit Information

*Requestor Name _____ *Unit Name _____
*College Business Officer (or delegate) _____ *Request Date _____

Part II: Requestor Purpose

*Reason or Purpose for the Withdrawal
[Empty box for text entry]

Part III: Accounting Information

*FROM FFE Account _____ *Current Market Value _____ *Withdrawal Amount _____
*TO Operating Account _____ *Anticipated Withdrawal Date _____
FFE Account Information
*This FFE was established Before July 1, 2013 After July 1, 2013
If after July 1, 2013, month/year funded _____
*Have other withdrawals been made from the FFE in the past 12 months? Yes No
If yes, total amount withdrawn before current request _____

All market risks associated with funds functioning as endowment (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 withdrawals require two-month notice.
- Requests for withdrawals over \$1 million per year require both Provost and CFO approval.
- Any deviation from policy requires CFO approval.