



All fields on this form are required, as applicable.

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

Withdrawals of \$1 million or more, made either in a single transaction or cumulatively within one year, require approvals from the provost and the chief financial officer (CFO). The unit\* should submit this completed form to Accounting ([accounting@cornell.edu](mailto:accounting@cornell.edu)), who will request the approvals.

Part 1: Requester and Unit Information

Requester Name \_\_\_\_\_ Unit Name \_\_\_\_\_  
College Business Officer (or delegate) Name \_\_\_\_\_ Request Date \_\_\_\_\_  
College Business Officer (or delegate) Signature \_\_\_\_\_

Part 2: Request Purpose

Reason or Purpose for the Withdrawal  
\_\_\_\_\_

Part 3: Accounting Information

FROM LTIP Account \_\_\_\_\_ Current Market Value \_\_\_\_\_ Withdrawal Amount \_\_\_\_\_  
TO Operating Account \_\_\_\_\_ Anticipated Withdrawal Date \_\_\_\_\_  
Account Type  FFE  Other If "Other," please explain \_\_\_\_\_

LTIP Account Information

This account was established  Before July 1, 2017  After July 1, 2017  
If after July 1, 2017, month/year funded \_\_\_\_\_  
Have other withdrawals been made from the account 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If yes, total amount withdrawn before current request \_\_\_\_\_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. The university has established the following guidelines associated with withdrawing from the LTIP:

- Funds must be invested for a minimum of five years.
- Requests for withdrawals require two-month notice.
- Any deviation from policy requires provost and CFO approvals (the unit\* should submit the form to Accounting, who will request the approvals).

\*Unit: The only exception is Weill Cornell Medicine, which should submit approval from the dean and provost for medical affairs along with the form. Accounting will request the remaining approval required from the CFO.