

## THE UNIVERSITY OF BRITISH COLUMBIA

ENDOWMENT TRANSFER REQUEST FORM

Endowment Management Policy 113

Purpose - Use this form to request for non-research related transfer involving the endowment fund.

Campus (UBCV or UBCO)	Direct Queries To		epartment	Phone	Emai	Email	
Authorization Signature of Source PG Pri			rint Name		Date	Date	
Description of Transfer (Attach Supporting Documents)							
Fund Transfer From (Source F	und & PG)						
Fund	Dept ID	PG		PG Name		Account Code (for Finance use only)	
Endowment Capital	-	Endowment	Spending	_			
Non-Endowment Fund - Restricted Non-Endowment Fund - Unrestricted *   \$\$ \$							
Fund Transfer To (Destination		1		120.0			
Fund	Dept ID	PG		PG Name		Account Code (for Finance use only)	
Endowment Capital   Endowment Ongoing Stabilization   Endowment Initial Stabilization (Deficit)     \$							
Endowment Spending Non-Endowment Fund   \$							
Additional approval for the following three circumstances:							
1) Encroachment where the transfer is from an endowment fund Capital Account - Policy 4.3							
Donor approval where applicable							
2) Capitalization of an endowment fund unspent allocation to its Capital Account or Ongoing Stabilization Account - Policy 5.3 Note: Capitalization is normally avoided as it results in favouring future beneficiaries over present beneficiaries. However, circumstances may arise where it is desirable to build the Capital Account of an endowment fund.							
Signature of Provost/Vice Provost, DVC or VP			Print Name	Print Name			
3) Transfer of unrestricted monies* to an endowment fund Capital Account or Ongoing Stabilization Account - Policy 6.4 Note: If the recipient endowment fund is subject to trust obligations, approval from Office of University Counsel is required. In all cases where							
unrestricted monies are transferred to the Capital or Ongoing Stabilization Account, approval of the F							
Signature of Provost/\	/ice Provost, DVC	or VP	Print Name		Date		
If the recipient endowment fund is subject to trust obligations							
Signature of Univers	sity Counsel or de	signate	Print Name		Date		
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\*Unrestricted monies include GPO, Fee for Service, Continuing Studies, Ancillary, and funds with no external restrictions in Specific Purpose, Awards, Capital and Research.

Document Routing:

- 1 Where no additional approval is required, please forward the form to Endowment Accounting directly.
- 2 If additional approval is required, please forward the form to Endowment Accounting after the approval is obtained.
- 1) Encroachment Please contact the Office of the University Counsel to obtain Board of Governors approval and contact the Development Office to obtain donor approval where applicable.
- 2) Capitalization of unspent allocations Please contact the appropriate Office of the Vice President to obtain approval.
- 3) Transfer of unrestricted monies to an endowment fund Capital and Ongoing Stabilization Account Please first route the form to the Office of the University Counsel with a copy of Term of Reference, Deed or Trust Agreement. Office of the University Counsel will then forward the request to the appropriate Office of the Vice President for approval.