



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	Department	Phone	Email
Authorization Signature of Source PG		Print Name		Date
Description of Transfer (Attach Supporting Documents)				
Fund Transfer From (Source Fund & PG)				
Fund	Dept ID	PG	PG Name	Account Code (for Finance use only)
<input type="checkbox"/> Endowment Capital \$ _____	<input type="checkbox"/> Endowment Spending \$ _____			
<input type="checkbox"/> Non-Endowment Fund - Restricted \$ _____	<input type="checkbox"/> Non-Endowment Fund - Unrestricted * \$ _____			
Fund Transfer To (Destination Fund & PG)				
Fund	Dept ID	PG	PG Name	Account Code (for Finance use only)
<input type="checkbox"/> Endowment Capital \$ _____	<input type="checkbox"/> Endowment Ongoing Stabilization \$ _____	<input type="checkbox"/> Endowment Initial Stabilization (Deficit) \$ _____		
<input type="checkbox"/> Endowment Spending \$ _____	<input type="checkbox"/> Non-Endowment Fund \$ _____			

Additional approval for the following three circumstances:

1)	<input type="checkbox"/>	Encroachment where the transfer is from an endowment fund Capital Account - Policy 4.3 <input type="checkbox"/> Approval of the Board of Governors on the recommendation of the President <input type="checkbox"/> Donor approval where applicable												
2)	<input type="checkbox"/>	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. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%;">Signature of Provost/Vice Provost, DVC or VP</td> <td style="width:30%;">Print Name</td> <td style="width:25%;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Signature of Provost/Vice Provost, DVC or VP	Print Name	Date									
Signature of Provost/Vice Provost, DVC or VP	Print Name	Date												
3)	<input type="checkbox"/>	Transfer of unrestricted monies* to an endowment fund Capital Account or 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 Stabilization Account, approval of the Provost/Vice Provost, DVC or VP is required. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%;">Signature of Provost/Vice Provost, DVC or VP</td> <td style="width:30%;">Print Name</td> <td style="width:25%;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table> <input type="checkbox"/> If the recipient endowment fund is subject to trust obligations <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%;">Signature of University Counsel or designate</td> <td style="width:30%;">Print Name</td> <td style="width:25%;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>	Signature of Provost/Vice Provost, DVC or VP	Print Name	Date				Signature of University Counsel or designate	Print Name	Date			
Signature of Provost/Vice Provost, DVC or VP	Print Name	Date												
Signature of University Counsel or designate	Print Name	Date												

*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 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.