
# Request to Open Fund Account

Campus Address: Accounting Department

KU Endowment, West Campus

Mailing Address: P.O. Box 928 Lawrence, KS 66044-0928

Telephone: (785) 832-7400

Fund Account Name:  (limited to 60 spaces)

Brief description of the purpose:

Please note that original correspondence from the donor or other documentation specifying the donor(s) intent for the use of this fund account and any further restrictions which the department/unit may want to place on it must be attached.

University Department or Academic Unit:

Fund Account Representative:

Donor Name:

Donor Address:

Form of funding: [ ]  cash/check attached [ ]  Transfer from an existing fund (authorization attached)

Type of Account: (Please check one of the following; see definitions below):

 **[ ]** Expendable **[ ]** Expendable Allocated

Requestor’s name and Department:

Requestor’s phone number  Date:

**NOTE:** Certain types of research activities require oversight that is not available at KU Endowment. Expenditures for these activities must be paid by KUCR or the KUMC-Research Institute. See section 5.1 of the [*KU Endowment Fund Use Handbook*](http://www.kuendowment.org/faculty_staff/fund_admin_use_handbook/Login.aspx) for details on handling these payments, for the following research activities: [human subjects](http://www.kuendowment.org/s/1312/images/editor_documents/check_request_addendum.doc); [vertebrate animals](http://www.kuendowment.org/s/1312/images/editor_documents/check_request_addendum.doc); [environmental, health or safety risks](http://www.kuendowment.org/s/1312/images/editor_documents/check_request_addendum.doc); [conflicts of interest](http://www.kuendowment.org/s/1312/images/editor_documents/check_request_addendum.doc); [export controls](http://www.kuendowment.org/s/1312/images/editor_documents/check_request_addendum.doc); or intellectual property. **If this account will be used predominantly to support these activities, it may be most efficient to transfer some of the account assets to KUCR or the KUMC-RI for administration.**

The account will be established only with the understanding that all University compliance documents and required reviews are complete before any fund expenditures are requested.

Fund Account Representative signature:

(For office use only)

 Account Number:

**Expendable:** A minimum of $5,000 is required to open a fund account that is wholly expendable for a specific KU purpose.

**Expendable allocated:** the department has imposed a restriction whereby only the income generated from the account’s investments may be spent for the designated purpose. The account is invested and managed the same as a donor-endowed fund, per [KU Endowment’s investment policies](https://kuendowment.org/Resources/Investment-Policies). Subsequent contributions or other deposits received will add to the account’s invested balance. If new contributions are not to be invested, please note at the bottom of the form.

**Note: Endowed** accounts can only be established by a third-party donor.

The KU Endowment brochure [*Fund Administration Practices*](https://www.kuendowment.org/KUEndowment/media/Resources/fund_admin_ebrochure2.pdf)provides a more complete description of the operation and investment for the above fund types. Please contact the KU Endowment Account Services Department at (785)832-7302 with any question.