



**To:** Executive Assistant, UNT Foundation

149 Gateway Center Building; FAX: 369-7111

**From:**

(My Name)

(My Phone #)

(My email)

**Date:**

**Re:**

Request To Set Up A New Foundation Account

Please set up a new Foundation account as follows: *(Check one box below)*

**Endowment** (use minimums below; income & reserves & net current yield for this account are used to fund prudent distributions; management fees charged)

**Quasi-Endowment** (use minimums; income & reserves & net current yield for account are used to fund its distributions; under special conditions principal may be invaded for the distribution amount; management fees charged)

**NOTE:** Funds for the above are not invested until a MOU for this account has been signed by the donor(s).

**Operating** Account (accounts with month end balances of less than \$50,000 will be charged management fees, accounts with a month end balance of at least \$100,000 will earn interest)

**NOTE:** Funds for the above are placed in cash accounts when received

**Name for Account:**

*(Subject to approval by Foundation)*

**Account Holder:**

*(VP or Dean only)*

**Campus Address:**

*(Check one box below)*

Unrestricted for

Scholarship \$25,000

Graduate Fellowship \$100,000

Lectureship \$250,000

Restricted for

Professorship \$500,000

Chair \$1,500,000

**Known Gifts:**

**Donor(s):**

This fund will be created by Deferred Gifts (Please describe in Other Comments below)

MOU (Endowments only) will be produced by:  Me or by \_\_\_\_\_

**Other Comments:**

You will be notified by email once a new account has been established