

Procedure 2203 PR.01 Establishing and Liquidating a Fund Functioning as Endowment (FFE)

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Overview

This procedure guides the establishment/liquidation of University designated Funds Functioning as Endowment ("FFE's"),

Establishment: A Department may request the establishment of a FFE in an amount of at least \$100,000 with the expectation that the FFE will remain invested in the endowment for at least ten years. The requesting Department must complete Form [2203FR.04, Request to Set-up or Add to a FFE](#), which requires approval by the Provost. The form should then be sent to Funds Management for processing.

Liquidation: A Department may also make a request to liquidate an existing FFE either in whole or in part. The requesting Department must complete Form [2203FR.05, Request to Liquidate an Existing FFE](#), which requires approval by the Provost. The form should then be sent to Funds Management for processing.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
