

(Date)

FUND RECORD SHEET

(To be used for endowments and funds functioning as endowments)

Fund Name:

Donor:

Date Established:

Original Corpus: *(value on date of gift)*

Comprised of *(state amounts received in various categories)*
(Cash, Securities, Real
or Personal Property):

Background and Terms

Quote here the pertinent and controlling sections of the gift document, trust or will.

Include information about the donor and the donor's relationship with the University and/or interest in the stated charitable purpose; previous allocations of this fund; other pertinent information about the donor and the fund. Also state the recognition provided for the donor's generosity.

Allocation by (Chancellor, Provost), (date):

(Include the phrase *(donor designated)* after each point below that was specified by the donor.)

Location: *(campus or other location)*

Purpose: *(including the department and title of officer responsible for administration of the fund)*

Type of Fund: *(endowment, fund functioning as an endowment)*

Fund number:

Distribution of copies: Office responsible for administration of the fund
Office of permanent record at the campus
and
For Regents endowments and funds functioning as endowments,
UCOP Office of Endowment and Investment Accounting and
UCOP Office of Development Policy and Administration