KETTERING UNIVERSITY ENDOWMENT REQUEST

Attach a copy of complete solicitation, mailing, gift card, or publication.

Solicitations must be approved by the Business Office prior to final printing/distribution.

Name for Index: _____

Responsible Department: _____

Date: _____

Type:

☐ Endowment ($25,000 minimum - attach endowment criteria)

Purpose ☐ Scholarship

☐ Chair

☐ Other _____

☐ Restricted with possibility to become an endowment

Attach plan to reach $25,000 minimum. Donors must be informed or the solicitation must include the language: "If the minimum to establish an endowment has not been reached by _____ (insert date), the donor agrees that the gift will be disbursed according to university policy." If the restricted account meets endowed requirements, the gifts will be transferred in aggregate to establish an endowment.

Contact Person: _____ Extension: _____

FOR ACCOUNTING USE ONLY

Endowment Index: _____ Designation Code: _____

Restricted Index: _____

Entered by: _____ Entered by: _____

Date: _____ Date: _____