Radford University Foundation, Inc.
Fund Maintenance Request Form

Fund Maintenance Requested by: ______ Request Date:

Requestor Position/Title: ______ Campus PO Box: ______ Campus Phone:

Mark One: Create Fund: ☐ Update Fund: ☐ Deactivate Fund: ☐

College and/or Affiliated Program:

Guardian of Fund (list position, not person’s name):
(If different than requestor)

Fund Name: ______

Updated from Fund Name (if applicable): ______ Fund Number (if known): ______ Designation Name (if known):

Endowed Fund: Yes: ☐ No: ☐ If Yes, endowment level:

Note: Endowment funds will have 2 funds established: one for the endowment (corpus & earnings) and one for the annual spending. If donations are received for current spending, a separate designation will be established to track that activity. Additionally, if funds will be received from fundraising events, designations may be created to track that activity.

Income Received from: Donations: ☐ Other Sources: ☐ Both: ☐

| Purpose or Activity of the proposed fund (must be completed to document the restrictions placed on fund, unless approved gift agreement is attached (preferred for endowments) ☐) | Additionally, explain why any of the current funds would not work for any new fund requests. |

Any special requirements of the fund (must explain any “Other Sources” of income here (including Events), and explain if fund is considered a “term” fund with an assumed “end date,” typically seen with project and pass-through scholarships):

I RECOGNIZE THAT MY ADMINISTRATIVE POSITION GIVES THE AUTHORITY TO ACT AS A STEWARD OF THE ABOVE NAMED FOUNDATION FUND AND GIVE MY APPROVAL FOR THE CREATION AND ADMINISTRATION OF THIS FUND BY THE RADFORD UNIVERSITY FOUNDATION, INC.

Approved by: ___________________________Dean of College (required for all academic funds)
Signature ___________________________ Date __________

Approved by: ___________________________Provost (required for all academic funds)
Signature ___________________________ Date __________ OR
Vice President (non-academic funds)

Approved by: ___________________________University President or Designee (athletic funds only)
Signature ___________________________ Date __________

* Forms related to Foundation Operations must be signed by the Foundation Controller or Executive Director.

For Foundation Use Only:

Fund Name: ___________________________ Maintenance Date: __________

Spendable Fund Required? ☐ Event Designation Required? ☐ Membership Designation Required? ☐

Fund Number: ___________________________ Spendable Fund Number: __________ Org Code: __________ Program Code: __________

Updated: FRAGRNT: ☐ or N/A FTMFUND: ☐ FNMENDW: ☐ or N/A FTMBAL: ☐ or N/A ADADESG: ☐

COE on File (must be for endowed funds) ☐ Advancement Designation(s): ___________________________

Approved by: ___________________________ Date: __________

CEO, Controller or Authorized Officer of the Radford University Foundation, Inc. Form Updated 5/2018