

# Endowment Maintenance Form

## (Endowment Tracking System)

**Requestor:** If asking to change an endowment value, fill out the section "CHANGE ENDOWMENT VALUE". Check boxes to indicate what needs to be changed, then enter the old value into the From field and the new value into the To field. Attach a proof of approval by Treasury Management. If asking to create a new endowment, only fill out the text fields of the "NEW ENDOWMENT" section A. Do not check any boxes. Sign the form at the bottom, attach the Memorandum to Comptroller, and forward this request to the ETS Analyst who will enter the information into the Endowment Tracking System (ETS).

**ETS Analyst:** Review the request for correctness. Pay special attention to the Net Asset Classes in section A. Review the Memorandum to Comptroller. As you enter information from section A into ETS system, check the box next to the text field to indicate that the value was entered into ETS. Sign the form at the bottom, attach the Memorandum to Comptroller, and forward this request to the EAS Analyst who will enter the information into EAS and Banner.

**EAS Analyst:** As you enter information in section B into the EAS & Banner systems, check the EAS box to indicate that the value was entered into EAS, and BANNER box to indicate that the value was entered into the Banner System. Sign the form at the bottom and send an email notification.

### ENDOWMENT ACCOUNTANT (REQUESTOR) INFORMATION

REQUESTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 REQUESTOR TITLE: \_\_\_\_\_ DEPT: \_\_\_\_\_  
 CAMPUS ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### CHANGE ENDOWMENT VALUE

Check a box to indicate what needs to be changed. Enter the From and To values.

Name  Entity Code  Corpus NAC  Organization Code   
 Legal Name  Grouper Code  Income NAC  Fund Type

From: \_\_\_\_\_

To: \_\_\_\_\_

*All changes relating to endowments must be approved by Treasury Management.*

### NEW ENDOWMENT

Section **A** (ETS) Requestor fills out the fields. ETS Analyst checks boxes only after a value is entered into ETS.

FUND NO. \_\_\_\_\_  MEMORANDUM# \_\_\_\_\_ (Attach the memorandum)

NAME \_\_\_\_\_

DESIGNATED PURPOSE: \_\_\_\_\_

\_\_\_\_\_

CORPUS NAC CODE (Default Fund Class) \_\_\_\_\_  ENTITY CODE \_\_\_\_\_

INCOME NAC CODE (Income NAC) \_\_\_\_\_  ORGANIZATION CODE \_\_\_\_\_

FUND TYPE (Purpose) \_\_\_\_\_  GROUPE CODE (School) \_\_\_\_\_

*Attach a copy of the Memorandum to Comptroller signed by Treasury Management.*

NAC Codes:

<small>D</small> Unrestricted - Designated	<small>M</small> Unrestricted - Capital & Investing - Restrictions Met	<small>P</small> Permanent - Permanently Restricted
<small>G</small> Unrestricted - General Unrestricted	<small>N</small> Unrestricted - Capital & Investing - No Restrictions	<small>R</small> Temporary - Temporarily Restricted

Section **B** (EAS/BANNER) List Banner codes. EAS Analyst checks boxes only after entered into EAS & Banner.

BANNER CODE / INDEX \_\_\_\_\_ EAS  BANNER

\_\_\_\_\_  
Requestor / Endowment Accountant      Date      \_\_\_\_\_ Treasury Management      Date

\_\_\_\_\_  
ETS Analyst (Sign after entry into ETS)      Date      \_\_\_\_\_ EAS Analyst (Sign after entry into EAS/BAN)      Date