



AUTHORIZATION TO TRANSFER FUNDS TO THE BOISE STATE UNIVERSITY FOUNDATION

To request approval for a Foundation transfer, please complete this form and send to Office of the Vice President for Finance and Administration, MS1200. If approved, it will be returned via email. (Complete your processing by attaching the signed copy to a Payment Request Requisition in Oracle Financial Cloud.)

Name (Please Print): _____ Date: _____

Department/Unit: _____ Ext. _____

Boise State Funding Source(Must be local funds): _____

Deposit to BSUF Acct. _____ BSU Check No. _____ Check Amount: \$ _____

Foundation transfers can only be made under the following circumstances (See Boise State Policy 6040). Check one and write a short explanation in the space provided.

____ *A donor inadvertently directed a contribution to the institution that is intended for the foundation.*

____ *The institution has gift funds that were transferred from and originated in an affiliated foundation, and the institution wishes to return a portion of funds to the foundation for reinvestment consistent with the original intent of the gift.*

____ *The University has raised dedicated scholarship funds through a University activity and wishes to deposit the funds with the Foundation for investment and distribution consistent with the scholarship nature of the funds*

____ *Transfers of a de minimis amount not to exceed \$10,000 from the University to the Foundation provided such funds are for investment by the Foundation for scholarship or other general University support purposes. (Note: This exception shall not be interpreted to allow the transfer of any appropriated funds nor apply to payments by the University to the foundation for approved obligations of the University to the Foundation, operating expenses of the Foundation or other costs of the Foundation.)*

Explanation:

Unit/Department Head:

Print: _____ Date: _____

Signature: _____

VPFA or AVPFA Signature: _____ Date: _____