I.9a Procedures for Flagging New Funds in RE which are Pending Agreements

In the rare occasion when a request is made by a campus that a Fund be set up in RE/FE because money has been deposited into the Foundation, but where not enough information is available at the time to sufficiently prepare a Gift Agreement or Administrative Agreement, the following procedure should be followed to flag such Funds in RE:

1. The Fund & Gift Services Manager, by forwarding the NPSUF (New Project Set-Up) form to the Accounting Department, will request the Fund to be created.

2. At that time the Fund & Gift Services Manager will notify the Systems and Reports Administrator with the name of the Fund that has been requested to be created and also whether a Gift Agreement or Administrative Agreement for the fund is pending.

3. Once Accounting creates the Fund, they will notify the Systems and Reports Administrator with the correct Fund number.

4. The Systems and Reports Administrator will add one of the following attributes to the Fund in RE in order to flag the fund:

   - No Administrative Agreement
   - No Gift Agreement

5. Each month a report of showing Funds with pending Gift Agreements/Administrative Agreements along with the date the Fund was created will be generated and forwarded to the proper personnel in the Foundation and at the campuses.