



**Campus Administrative Policy**

**Policy Title:** CU Foundation Draw Down, 4-3

Policy Number: 2028                      Functional Area: Finance

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Effective: May 1, 2009  
Date Last Amended/Reviewed: May 1, 2009  
Date Scheduled for Review: July 1, 2016  
Supersedes: Fiscal Policy for CU Foundation Draw Down 4-3 (July 1, 2006)

Approved by: Vice Chancellor for Research

Prepared by: Director of the Office of Grants and Contracts  
Reviewing Office: Office of Grants and Contracts  
Responsible Officer: Office of Grants and Contracts

Applies to: CU Denver Campus  
CU Anschutz Medical Campus

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**A. INTRODUCTION**

The purpose of this policy is to establish guidelines for the transfer of funds from the University of Colorado Foundation to the University of Colorado Denver | Anschutz Medical Campus (“university”) Gift programs.

The university departments requesting funds from the CU Foundation and the CU Foundation Development Office are responsible for ensuring compliance with this policy.

This policy applies to all university departments with funds on deposit at the CU Foundation.

**B. DEFINITIONS**

1. CU Foundation is a 501(c)(3) organization and its sole purpose is to raise and manage private funds for the University of Colorado.
2. The university CU Foundation Development Office has been established to raise and manage private funds for the CU Denver | CU Anschutz.

3. The university Gift Program is the financial system FOPP that is used to expend gift funds transferred from the CU Foundation.

**C. POLICY STATEMENT**

**1. Transfer of Funds**

All withdrawals of funds on deposit with the CU Foundation are done by submitting the CU Foundation form entitled, Request for Transfer of Funds to the University of Colorado Form (see Exhibit A). To transfer funds from a CU Foundation Gift, Endowment Income, or Agency program/project to a university Gift program, the Transfer of Funds form must be fully executed and approved by the Fund Manager or Alternate Fund Manager. Once the form is completed and approved, it should be submitted as indicated on the form.

**2. Verification of Transfer Information**

The CU Foundation processes transfer requests and contacts the department requesting the transfer if any questions arise. The Office of Treasury verifies the relationship of the gift restriction code and Expense Purpose Code of each individual item in the transfer request form. Inconsistencies are sent to the appropriate campus controller.

**D. PROCEDURES**

<b>Performed by:</b>	<b>Action:</b>
Department	<ol style="list-style-type: none"> <li>1. Prepares <i>Request for Transfer of Funds to the University of Colorado</i> form. Form is approved by Fund Manager or Alternate Fund Manager. If a PeopleSoft program number and speedtype has not been established, complete Chart of Accounts Workbook financial forms found under “Chartfield Request” Cover Sheet, Program Worksheet, Speed Type Request Worksheet. Provide copy of approved CU Foundation Checklist for Gift Acceptance (see Fiscal Policy 4-13, Exhibit A). Forward all three of the above PeopleSoft forms and the checklist to Grants and Contracts so that a program number can be assigned. Grants and Contracts will notify the department of the program number assigned.</li> <li>2. Submits completed form to the address on the transfer form.</li> </ol>
CU Foundation	<ol style="list-style-type: none"> <li>3. Processes transfer request; contacts requestor with questions about the information provided.</li> <li>4. If request is consistent with the gift restrictions and funds are available, the request is included in the next transfer of funds to the University.</li> </ol>
Office of Treasury	<ol style="list-style-type: none"> <li>5. Verifies the relationship of gift restriction code and Expense Purpose Code of each item in the transfer. Forwards inconsistencies to the campus controller.</li> </ol>

Campus Controller	6. Works with requesting department to move funds to appropriate speedtype. Submits copy of Journal Entry to be maintained with the transfer information.
Office of Treasury	7. Provides information regarding speedtype used for transfer to CU Foundation.

## Notes

1. Dates of official enactment and amendments:  
 July 1, 2006: Adopted by Vice Chancellors for Research  
 May 1, 2009: Updated  
 March 4, 2019: Updated
2. History:  
 March 4, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: May 1, 2009
4. Cross References/Appendix:
  - [Administrative Policy Statement 4006, CU Foundation Transfers](#)
  - [University of Colorado Foundation, Inc., Policies for Transfer of Funds to the University of Colorado](#)



### Request for Transfer of Funds to the University of Colorado

Fill out the form completely, keep a copy, and mail as below. Questions to (303) 541-1231.

**From:**

University Department \_\_\_\_\_

Date \_\_\_\_\_

**Requested by:**

Phone Number \_\_\_\_\_

University Campus Box Number \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Approved by Fund Manager:**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Withdrawal of funds from the University of Colorado Foundation is requested as follows:**

CAMPUS: \_\_\_\_\_ FUND #: \_\_\_\_\_  
CU Foundation Fund Number

CU Foundation Fund Name \_\_\_\_\_

Amount \_\_\_\_\_

CU Account Number (SpeedType) to transfer funds into. \_\_\_\_\_

Fund	_____
Organization	_____
Program	_____

*The fund must be a gift fund.*

**Purpose of Withdrawal:** (Appropriate purpose for withdrawal MUST be in accordance with Fund Agreement.) \_\_\_\_\_

Mail/Deliver To: University of Colorado Foundation  
 Accounting Department  
 4740 Walnut Street  
 Boulder, CO 80301

or: Boulder Campus  
 Campus Box 57  
 Accounting Department  
 Fax: 303-541-1297

For CU Foundation Office Use Only:	
Withdrawal of \$ _____	Transfer date: _____
Processed by _____	
Signature _____	