



## Request to Close a Fund

Send completed form to: UO Foundation Accounting, 1720 E. 13<sup>th</sup> Ave., Ste. 410, Eugene OR 97403.

Prepared by (name)  
Department

Phone #  
Date

Fund #  
Fund name  
Date of last activity  
Rationale  
Disposition of monies

\_\_\_\_\_  
Authorized Signature, Dean or Department Head

\_\_\_\_\_  
Date

### Approval

\_\_\_\_\_  
University of Oregon Foundation Official

\_\_\_\_\_  
Date

### UO Foundation Processing

Gift Receipting Review (initial and date)	Verify active pledge	DSD	XFEN	Other
Accounting Review (initial and date)	GLUPKY	PEUPPE	Transfer JE	LaserFiche
	Bank	Final review	Other	