



University of Windsor

Gifts, Endowments and Trusts TR01

APPLICATION TO OPEN TRUST ACCOUNTS

1. Name of Trust Account:

For Awards, enter **2100** if restricted to Graduate Awards, and **2170** for Undergraduate Awards or Both

Department Number:

Enter the four-digit department code benefiting from this trust. Ex. 1215 Electrical Engineering

Related Department:

Can the capital be spent?	Yes	No
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Is the use of funds restricted by the donor?	Yes	No
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Is the use of funds restricted by the Board of Governors?	Yes	No
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2. Type of Trust Account:

The Campaign must be created in Raiser’s Edge prior to the form being submitted. Contact the Advancement/Alumni Department.

Campaign to be assigned:

Provide Name of internal signor for the Stewardship Letters for Donations between \$1,000-\$4,999:

Stewardship Letter Signor Name:

If the account expenditures exceed revenues, who will be responsible? What account will cover the overspend?

Name	Account Number

If the Trust is to be established for a Scholarship, please attach the Terms of Reference (TOR) to this request. If this Trust is to be established for Capital or Other, please attach the Gift Agreement.

I understand that in order for the submission to be complete I must attach the required TOR or Gift Agreement for this Application.

3. Financial Department Only

Program Number:

Date:

Type of Trust:

Spending Policy:

COFO Reporting:

Ready for Account Setup

Program Set Up Complete

Set up in Raiser's Edge

Final Completion

Award Management

Award ID (12 digit):

Award Academic Year (Ex. 2020-21):

Award Set Up Complete