



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

Is the use of funds restricted by the donor?

Yes

No

Is the use of funds restricted by the Board of Governors?

Yes

No

#### 2. Type of Trust Account:

**Terms/Description:**

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**