

Required Documentation Table:

Type of Request	Request For Details	Type of Documentation	Required Documentation
<b>University</b>			
Expendable Gifts, Devises or Bequests, Allocations or Grants from Foundations, and Residual Funds	Expendable Gifts, Devises or Bequests	Outside Agreement or Correspondence	A document from outside the University to support the gift and the gift purpose.
	Allocations or Grants from Foundations	Outside Agreement or Correspondence	Typically the Fund authority and the donor agreement for the Foundation account.
	Residual Funds	Other	Typically this is a copy of the request submitted to OSR to transfer the funds.
University Endowment	Living Trust	Outside Agreement or Correspondence	Typically this is an external document from the individual.
	Income Allocation	Other	Typically this is an internal document to support the allocation of restricted or unrestricted endowment income.
	Principal & Income	Outside agreement or Correspondence	Typically this is an external document from the donor.
Conferences		Other	A document that provides the specifics of the conference. Include location, dates(s), name, fees (if any), contact info, etc. In the form of brochures, registration form, web site, and/or other announcement.
Contract & Grants (Excluding Sponsored Research)		Outside Agreement or Correspondence	A fully executed contract or grant that indicates the terms, parties, contingencies, effective dates, etc.
Sales of Goods and Services	Athletics	Other	Typically an internal document to support the request for a new account. Describe sales/service, customers, estimated costs, and internal University approval.
	Health Care (non P&A)	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	Dental Faculty Practice	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	P&A	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	University Auxiliary Recharge	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	Student Housing	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	Campus Health Center	Other	Typically an internal document to support the request for a new account. Describe sales/service.
	Other auxiliary	Other	Typically an internal document to support the request for a new account. Describe sales/service.
<b>Foundation</b>			
Foundation Endowment Principal & Income		Outside Agreement or Correspondence	Typically a document from outside the Foundation to support the gift and the gift purpose.
Foundation Expendable Accounts		Outside Agreement or Correspondence	Typically a document from outside the Foundation to support the gift and the gift purpose.