

Completing the Account Information Form (AIF)

In most cases, the wishes of the donor will provide the most important criterion for determining the account name, type of account, and restricted purpose. This purpose should be clearly stated on the Account Information Form (AIF) at the time the account is established.

Project Name – The project name is referred to in all donor acknowledgments and stewardship reports and, therefore, it should clearly and concisely reflect the purpose and intent of the account.

Project Administrator – The Project Administrator is the individual who is responsible for expenditures from the account. If the Project Administrator is a Faculty or Staff, the approval signature of the Dean or Director is required. If the Project Administrator is a Dean or Director, the approval signature of the Vice President or Provost is required. The Dean, Director or Vice President of a college or unit appoints new Project Administrators. If the new Project Administrator will be the Dean/Director, or if the Dean/Director is not available to appoint a new Project Administrator, the request will require the signature of the appropriate Vice President or the Provost. Associate or Assistant Deans may not appoint Project Administrators.

Fund Type – It is extremely important to indicate if the account is to be classified as Endowed. An Endowed account will be assigned a principal project number and a spendable project number. Gifts deposited into the principal account may not be expended. Net expendable income (as determined by the Foundation's Board) is transferred to the expendable or operating account for use. Minimum required amount to open an Endowed account is \$20,000. Non-endowed accounts have no distinction between principal and income.

Source of Funding – The funding source and amount of funding must be provided.

Purpose – Identify the type of activity this account is intended to support and any donor restrictions on the fund's use. Remember to be specific.