



## Request to Close a Fund

Send the completed form to the University of Oregon Foundation via email, fax or campus mail.  
Questions? Please email [askaccounting@uofoundation.org](mailto:askaccounting@uofoundation.org) or call 541.302.0300.

Prepared by (name):  
Department:

Phone #:  
Date:

Fund number (4 digits):  
Fund name:

Is there a cash balance?  No  Yes

\* If yes, which fund do you suggest the balance be moved to?

Reason to close/Comments:

### Department Approval

\_\_\_\_\_  
Dean/VP  
Printed name and title:

\_\_\_\_\_  
Date

### Foundation Approval

\_\_\_\_\_  
Printed name and title:

\_\_\_\_\_  
Date

#### For Foundation use only

Gift Receipting Review: (initial and date)	Verify active pledges:	Close in Advance:	Update EQSUM:
Accounting Review: (initial and date)	Move balance (if applicable):	Close in BBFE:	