Do not use the Form 100 for endowments or student financial aid (scholarship, awards, fellowship, GIAs, etc.)

Forward completed Form 100 to:
Gift Receiving Department
P.O. Box 1889, Clemson, SC 29633
Interoffice Mail - CUF @ Tiger Park

Instructions to Complete Form

1. **CU/CUF/IPTAY/CAA**: One and only one must be checked.
2. **New/Revised**: One and only one must be checked.
3. **Fund Name**: Official name of fund. The title should be generic and based on the use of the funds, and not reference any one donor. An employee’s name cannot be used in the title.
4. **Source**: Usually "Private donations." Can be the individual(s) or organization providing the funds, but this may be limiting. If this lists an individual then only that donor’s gifts may be added to the fund.
5. **College/Dept. Name & Number**: College and department supported/benefitted by the fund.
6. **Purpose**: Brief description of the purpose of the funds.
7. **Allowable Expenditures**: Unless specific restrictions are intended, "Expenditures may include, but are not limited to, [mention major categories]...."
8. **FUND**: Operating account or Capital. One must be checked.
9. **Fund Administrator**: Fund administrator accepts responsibility for disbursing funds according to the donor’s established purpose outlined in form. Funds must be available in the project before expenditures occur.
10. **Authorized to Approve Vouchers**: Two Individuals authorized to sign vouchers to expend the funds. The fund administrator is often one of the people listed. The other approver would be someone designated by the Fund Administrator or by the person who signs on the Dean or Vice President line.
11. **Voucher Contact**: A support person who processes the vouchers for the project and can answer accounting questions.
12. **Approved by**: College Dean or College Vice President who approves establishing the fund. Department or Unit Vice President or Associate VP will not be acceptable. Should be fund administrator's supervisor.
After obtaining all of the signatures mentioned above, please submit the Form 100 to the address above. Gift Receiving will obtain the rest of the signatures.

Rev. 2/2/18  dtowery