

V. Changes to Account Attributes

A. Account Title

1. All requests to change the account title should be done via a memorandum signed by a current account administrator.
2. Changes in the account title should be made only to clarify the identification of the account. Account names should reflect the intended purpose of the fund and/or any donor restrictions. Changes must not violate any specific requests or restrictions of the initial donor.

B. Account Administrator

1. All requests to change an account administrator should be done via the **“Change in Account Administrator”** memorandum signed by a current account administrator stating the individual(s) who are no longer an account administrator, the new account administrator(s), and the reason for the change.
2. A sample signature of each new authorized account administrator is required.
3. If the account administrator is being changed on multiple accounts, submit a single written memorandum that includes the requested changes and a list of the affected account numbers and titles.

C. Purpose

1. Generally the purpose of an account cannot be changed. If an exception is made, appropriate approvals as determined by the Foundation and which may include donor input, will be required.
2. If for some reason the requirements of a GA or MOU cannot be fulfilled, the Board of Trustees of the Foundation in consultation with the University will determine an alternate disposition of the funds consistent with the donor’s original intent.