

(Date)

**MEMORANDUM**

**TO:** Office of Development and Gift Planning Services  
The University of Texas System

**FROM:** (Dean of School or College/Department Chair/Institution Administrative Officer)  
(Title)  
(University)

**RE:** (Name of Endowed Fund)

The (School/College/Department) at The University of Texas \_\_\_\_\_ (“University”) has received \$\_\_\_\_\_ in gifts in memory/honor of \_\_\_\_\_. The donors have requested that these funds be transferred to the Board of Regents of The University of Texas System (“Board of Regents”) to establish the (*Name of Endowed Fund*) as a permanent endowment for the benefit of the (School/College/Department) at the University. Distributions from the endowment will be used to (statement of use).

**ADMINISTRATION**

Such endowment shall never become a part of the Permanent University Fund, the Available University Fund or the General Fund of the State of Texas, and shall never be subject to appropriation by the Legislature of the State of Texas. These funds and all future additions to the endowment, including those made by the Board of Regents or University administration, shall be subject to the provisions of this agreement and shall be classified as permanent endowment funds. If in the opinion of the Board of Regents, future circumstances change so that the purposes for which the endowment is established become illegal, impracticable, or no longer able to be carried out to meet the needs of the University, said Board of Regents may designate an alternative use for the endowment payout in accordance with applicable state law to further the objective of the University in the spirit of the original purpose.

**INVESTMENT, PAYOUT AND REINVESTMENT**

These endowment funds may be merged or commingled with other funds held by the Board of Regents for investment purposes in accordance with the policies of the Board of Regents. Donors acknowledge and agree that in connection with administration and management of the endowment funds, the Board of Regents may charge certain expenses against the endowment funds for administration, management and similar charges. Funds distributed from the endowment in a year may be retained and expended for the purposes of the endowment in subsequent years, or may be reinvested, at the discretion of the Board of Regents or University administration, as a permanent addition to the principal of the endowment.

Approved: \_\_\_\_\_  
Dean of (School/College) Date