75 Fund - Reserve Fund

The 75 Reserve Fund holds cash, similar to a savings account. This fund is used to account for University reserves that have been designated either internally or externally for planned expenditures typically occurring at least twelve (12) months following the transfer of funds into the account. This fund is also used to hold reserves required by either internally designated commitments or external reserve requirements that are required in accordance with the University’s bond covenants.

Transfer of Funds into the 75 Fund

When funds are identified for future projects, or planned expenditures, the department will request a transfer of funds into the 75 Reserve Fund. All requests relating to the 75 Reserve Fund must be submitted, using the 75 Reserve Fund Transfer Request Form located on the Business and Financial Services website. After all departmental signatures are acquired, the form is sent to the Manager of Campus Services in Business and Financial Services. Once reviewed and approved by the respective Business and Financial Services - Campus Services and the Plant Fund Accountant, the form will be forwarded to the Cabinet Finance Committee for review and approval if the amount of the request is over $250,000. Any requests for transfers $250,000 or less will be forwarded to the Associate Vice President for Budgets and Finance for review. After final approval, Business and Financial Services will process the transfer of funds.

Transfer of Funds out of the 75 Fund

Transfer of funds out of the 75 Fund will require a completed 75 Reserve Fund Request Form and a New Project Account Request Form (prepared by Facilities) if applicable. After all departmental signatures are acquired, these forms are sent to the Manager of Campus Services in Business and Financial Services. Once they have been reviewed and approved by the respective Business and Financial Services representative and the Plant Fund accountant, the form will be forwarded to the Cabinet Finance Committee for review and approval, if the amount is over $250,000. Any requests for transfers $250,000 or less will be forwarded to the Associate Vice President for Budgets and Finance for review. Business and Financial Services will process the transfer of funds into either a project account or an operating account.

Plan Change in the 75 Fund

All changes to the original planned use of funds in the 75 Fund will require the completion of the 75 Reserve Fund Request Form and checking the box “Plan Change”. A new plan must be submitted along with the signed form and sent to Business and Financial Services - Campus Services. Details of the plan change will be reviewed by the Associate Vice President for Budgets and Finance if the change is $250,000 or less or by the Cabinet Finance Committee if over $250,000. The requestor of the plan change will be notified Business and Financial Services if the changes were approved.

January 27, 2010
75 RESERVE FUND - TRANSFER REQUEST

(check one)

☐ Transferring In   ☐ Transferring Out   ☐ Plan change

Date ________________________________

Account
From:

Account Number       Account Title

To:

Account Number       Account Title

☐ New Account Request
(Please attach)

Amount $ ____________________________

Expected Date of Withdrawal ________________________________
(transfer in only)

Reason for Request (attach listing if multiple projects):- Including Details of Project(s)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

APPROVAL SIGNATURES: (Please sign and print name.)

College/Department will take responsibility for any deficit in this account.

<table>
<thead>
<tr>
<th></th>
<th>(Signature)</th>
<th>(Print Name)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fiscal Officer</td>
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<tr>
<td>Dean/ Vice President/Area</td>
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<tr>
<td>Business Officer</td>
<td>(Signature)</td>
<td>(Print Name)</td>
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<tr>
<td>Campus Services</td>
<td>(Signature)</td>
<td>(Print Name)</td>
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<tr>
<td>Plant Fund Accountant</td>
<td>(Signature)</td>
<td>(Print Name)</td>
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<tr>
<td>Cabinet Finance Committee</td>
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<tr>
<td>Or if &lt; $250k Assoc VP of Budgets/Finance</td>
<td>(Signature)</td>
<td>(Print Name)</td>
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1/27/10