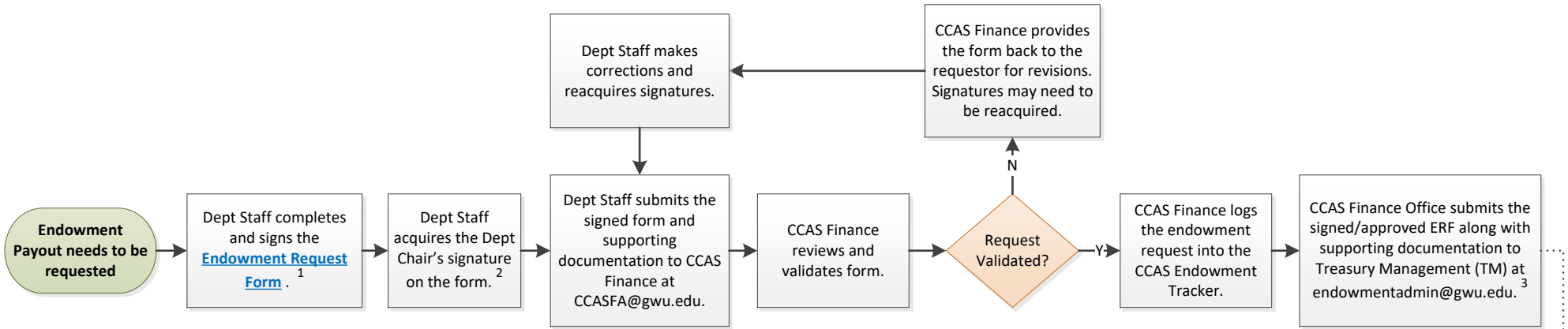
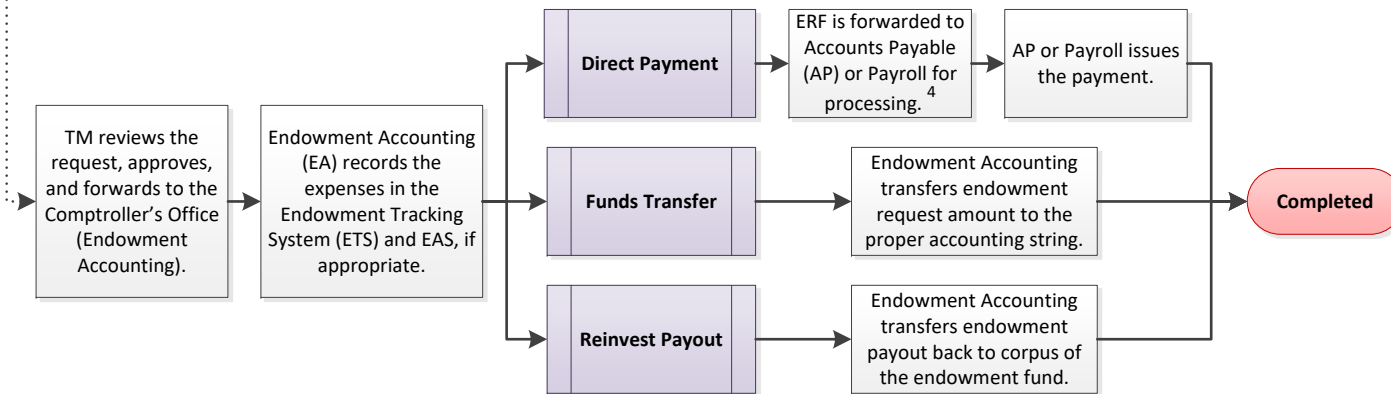


Endowment Payout Process

Endowment Request Form



Endowment Processing



Options for Endowment Payout:

1. Direct Payment: The recipient will receive a payment directly from the available payout (ex. prizes & awards). Scholarships, however, are initiated via Banner by the Office of Financial Aid and stipends are initiated by the department via the stipend management system (no form is used).

2. Funds Transfer (Reimbursement): The department is reimbursed for endowment related expenses paid from departmental C or R funds (ex. honorarium, travel, special events). For professorships, discretionary funds, and general university support, CCAS Finance Office provides budgeted/forecasted amounts for funds transfer to TM for processing (process should be initiated sometime in Q2).

3. Reinvest Payout into the Corpus (principal amount) of the Endowment Fund: If the department does not have current use of the payout, the payout will be: 1) reinvested into the Corpus (principal amount) to buy additional units, 2) carried forward for future spend, or 3) repurposed. Gift agreement may have restrictions on reinvestment option.

For more information on the Endowment Process, see [Endowment Accounting and Reporting PDF](#).

Notes:

- Do not include personal information, such as Social Security Numbers, credit card numbers, home addresses, etc. on R and C fund reimbursement requests. Use GWID numbers where ID is necessary.
- Certain gift agreements may require add'l or specific signatures. Refer to the gift agreement or check with Treasury Management if uncertain. Electronic signatures are acceptable.
- Supporting documentation includes, and is not limited to, receipts, BPRs, Budget/Forecast, supporting emails, and award letters. Supporting documentation should provide evidence that the fund is being used for its intended purpose. Scanned copies of supporting documentation is acceptable. Do NOT submit hard copy originals. If the endowment request is for a payout reinvestment (Section 3), no supporting documentation is required. If you have any questions prior to submission, contact Debra Duffin at dduffin@gwu.edu.
- If AP is processing the payment, EA is responsible for submitting the payment request. If the payment is for a GW employee and not a reimbursement, Payroll will process the payment. TM will submit the payment request to Payroll.

Endowment Request Form (ERF)

Endowment Request Form Instructions