

Quasi-Endowment Request Form

Background: A quasi-endowment is a fund without donor restriction, invested in Northwestern’s long-term balanced pool (“the endowment”), created with Northwestern funds, which may include internally allocated donor gifts.

The following worksheet is intended to guide schools’ and units’ [resource planning](#) requests related to quasi-endowment principal. If approved, the completed worksheet will serve as the fund’s historical documentation. Please note that quasi-endowment requests are uncommon; a submission of a request does not guarantee approval.

Request Background Information

Please select the type of request you are submitting:

Identify full chart strings below, inclusive of preferred transfer codes. For new quasi-endowments, input “to be requested”. *If transfer codes are not provided, transfer codes will be selected by Accounting.*

| | Chart string | Amount |
|---------------|--------------|--------|
| Transfer to | | |
| Transfer from | | |

What is the purpose of the quasi-endowment? (e.g. graduate scholarships for the Pritzker School of Law)

Confirm that quasi-endowment requirements are observed. If not, provide an explanation below.

The principal will remain intact for a minimum of five years.

The principal will be a minimum of \$250,000.

Please fill out this section if the request is related to a donor gift:

If a withdrawal, provide the original gift chart string: _____

Was it required as part of a donor agreement?

Do the non-quasi-endowment and quasi-endowment funds have the same purpose?

Has ARD been consulted for any donor/steward communication?

For any questions answered “no,” please provide an explanation here:

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Distribution Rules

Quasi-endowments will be set to distribute spending income upon investment. If the quasi-endowment is set up as a partner to a permanent endowment, the quasi-endowment will take on the distribution rules of the permanent endowment.

If you would like the quasi-endowment to reinvest earned income, please provide an explanation and timeframe for the reinvestment:

Supporting Documentation

Please include a copy of all applicable documents in your request:

1. Current ledger report of impacted chart strings (required)
2. Gift agreement and gift receipt IDs (if funded by or partnering with donor gifts)

Approvals

Approvals should be completed in alignment with the resource request process. If the request is approved, please connect with Accounting Services for advisement on next steps.

Responsible Office: Financial Operations

Updated: September 3, 2024