



<b>SUBJECT:</b> <b>Guidelines for Requests for Exceptions to the Spending Policy</b> <b>Responsible Authority:</b> Director of Finance, FAU Foundation Inc.  <b>Scope:</b> To establish guidelines for submitting requests to the FAU Foundation for Exceptions to the Spending Policy	<b>Effective Date:</b> May 25, 2006	<b>Policy Number:</b> 18	
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The FAU Foundation Executive Committee implemented a new spending policy on June 30, 2005 with the goal of maintaining the corpus of the endowment. There are three principles which propel this policy:

- A one year hibernation period for new endowments.
- A spending moratorium on funds with invaded corpuses.
- A carry forward limitation which would limit spending allocations if current cash is more than 2 times spending.

The Foundation allowed Deans and University Vice Presidents to bring to the board requests for exceptions to the spending policy for any situation that would experience a hardship as a result of the policy, or where special circumstances should be taken into account.

The requests for exceptions should be complete on the attached form. The description of the fund, the fund ID, amount needed and the hardship or special circumstance should be described. Specific details such as budgets or cash flows should be presented when possible.

These requests should be submitted as soon as a need is realized, but no later than two weeks prior to the next scheduled Finance Committee meeting. Requests received after the deadline date will not be put on the agenda. The requests should be sent to the Foundation's Executive Director. Please call the Foundation office 7-2891 in order to obtain the dates of the scheduled Finance Committee meetings.

**REQUEST FOR EXCEPTION TO THE SPENDING POLICY FORM**

Dear Chairman of the Finance Committee,

This is a request to consider an exception to the current spending policy for the fund mentioned below.

**FUND ID:**

**FUND NAME:**

**SPENDING ALLOCATED THIS FISCAL YEAR:**

**HARDSHIP OR SPECIAL CIRCUMSTANCE TO BE CONSIDERED:**

**CONSEQUENCES IF THIS REQUEST WERE DENIED:**

Thank you for your consideration of this request,

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Name of Dean or Vice President

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Signature

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Date

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Contact Person  
*(please attach any documentation supporting this request)*

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phone number

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**FAU Foundation**

*Initiating Authority:*

*Executive Director*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Jennifer O'Flannery Anderson

*Chairman*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Bruce Allen

*Director of Finance*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Sharon Brown