



**BOISE STATE UNIVERSITY**

University Policy 6040

## Transfer of Boise State Funds to Boise State University Foundation

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### **Effective Date**

May 1978

### **Last Revision Date**

October 2007

### **Responsible Party**

Chief Financial and Operating Officer and Vice President for Finance and Operations,  
vpcfo@boisestate.edu

### **Scope and Audience**

This policy applies to all University funds transferred to the Boise State University Foundation.

### **Additional Authority**

Idaho State Board of Education Policy, Section V.E.

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## **1. Policy Purpose**

To establish policy for the transfer of University funds to the Boise State University Foundation.

## 2. Policy Statement

This policy is to ensure uniformity in the manner in which University funds are transferred to the Boise State University Foundation.

## 3. Authorization for Transfer of Funds

No funds received by the University will be transferred to the Boise State University Foundation unless the transfer is approved by the Chief Financial and Operating Officer and Vice President for Finance and Operations (CFO). In order to apply for this transfer, an applicant must complete an Authorization to Transfer Boise State University Funds to the Boise State University Foundation form and forward it to the Office of the CFO.

## 4. Eligibility of Funds for Transfer

Only those funds that are unrestricted and do not obligate Boise State University to the donor in any way are eligible for transfer.

## 5. Checks

Checks which are made payable to Boise State University and are received by the Boise State University Foundation must be deposited with the Treasury Department.

## 6. Forms

Authorization to Transfer Funds to Boise State University Foundation (PDF)  
<https://www.boisestate.edu/vpfa-university-forms/>

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## Revision History

May 2002; October 2007

## Last Review Date

September 23, 2021; February 29, 2024