*Sample Memorandum:*

*Memorandum*

*Date: (Insert date)*

*To: Liesl Folks, PhD, MBA*

 *Senior Vice President for Academic Affairs and Provost*

*John-Paul Roczniak, President*

 *UA Foundation*

*From: (Insert your name, your Dean/Director’s name or the appropriate business professional)*

*CC: Craig Barker, Sr. Vice President, UA Foundation*

 *Clint McCall, Associate Vice President, UA Foundation*

 *Marilyn Taylor, Associate Vice President, Finance and Administration*

*(Insert your UAF VP Supervisors Name)*

 *(If you are submitting this from your Dean, include your name here)*

 *(Insert your Business Officer’s name)*

*RE: Eminent Scholars Request*

*The (insert college/unit) has secured a gift that qualifies for the Eminent Scholars Program. Please find the fully executed gift agreement for $ (insert dollar amount) attached to this memorandum. The (insert name of endowment) account has been established.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a faculty member in the department of \_\_\_\_\_\_\_ will be (has been) named as the recipient of the (Name of the Chair) effective \_\_\_\_\_\_\_\_\_\_\_\_.*

*We request that the funding for graduate student awards associated with the match be deposited into UA Account (Insert account number) and funding for the Eminent Scholar payout replacement be deposited into UA Account (Insert account number).*