

I. Overview

The following operating procedure provides guidelines for the University of Arkansas Community College at Batesville Foundation to establish a new project ID.

II. Practice

To establish a new account within the UACCB Foundation, the director of development must complete a Request for New Project ID. This form identifies the type of project (non-endowed, future endowment, planned gift, etc.), primary source of funds and who determines the use of the funds.

III. Clarifying Points

This form establishes guidelines for the account and is completed by the director of development. The original form is submitted to the University of Arkansas Foundation, Inc. and a copy of the form is kept on file in the development office.

Adopted: February 19, 2014