UNIVERSITY OF HOUSTON FOUNDATION

NEW ACCOUNT FORM

**Request to open account:**

Name of the College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Fund to be established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Fund is to be endowed. **(Submit Endowment Agreement)**

\_\_\_\_\_ Funds are to be held as cash account.

SOURCE OF FUNDS AND DESCRIPTION: (Premium Discount Fees that are charged by credit card companies will be charged back to your account)

.

\_\_\_\_\_ Special Event **(Submit Special Event Form)**

\_\_\_\_\_ Individual Donor(s)

\_\_\_\_\_ Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE: *(how funds are to be used)*

Authorized title/signature to withdraw funds or request payment:

(Cannot be Development Officer.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Dean)*  *Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or  *Signature*

\_\_\_\_\_ Send a copy of this form to the Provost of the University of Houston. *(check to show completion)*

**Mail or fax this completed form to:**

University of Houston Foundation Phone: (713) 622-6061

4543 Post Oak Place, Suite 250 Fax: (713) 622-0037

Houston, TX 77027

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

*Dean/ Director*

***(For UH Foundation only) Account Number: \_\_\_\_\_\_\_\_\_\_ College notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)***