



Memorandum

To: All fund administrators
From: Jessica Vargo, KSU Foundation
Subject: KSU Foundation year-end funding requests
Date: April 29, 2019

As the fiscal year comes to a close, I would like to remind all fund administrators that June is a critical month for transferring funds. Generally, the KSU Foundation receives a significant number of funding requests at the end of the fiscal year. To make sure that the funds are deposited in the Bursar's office by June 30, funding requests **must be received in our office by June 21, 2019**. All requests must be on the Foundation Funding Request form and have the signatures and documentation required by Foundation policy to be processed.

If you have any questions, please call me at 20432.