UNIVERSITY OF MINNESOTA

Contribution and Withdrawal of funds from the Group Income Pool (GIP)

Questions? Contact:
Brandon Blair
Accounting Services
Email:blair132@umn.edu

U Wide Form:
UM 1638

Rev: 06/26

Use this form to request a contribution to a new GIP account, add to an existing account, or request a withdrawal from an existing account.

Deposit to GIP:

- Deposits require 30 day notice to the Office of Investments and Banking (OIB) prior to actual contribution
- Initial deposits are subject to a 12-month lockup
- Must be in compliance with GIP policy requirements
- Requires approval from the Dean or equivalent administrative officer, the University Assistant CFO, and CIO

Withdrawal from GIP:

- May be made at the end of any quarter with a 45-day advance notice to OIB
- Approvals may be denied if the volume or size of withdrawal requested creates an unfavorable market impact on overall GIP portfolio
- Requires approval from the Dean or equivalent administrative officer, the University Assistant CFO, and CIO

Steps to be completed by requestor:

- Complete form and route to the University Assistant CFO for review and approval.

  Please address to: Budget Office
  Room 334B, Morrill Hall
  Delivery Code 0263

- Complete the UM Participant Transaction page in the financial system
- Once approvals have been obtained, the request form will be forwarded to Accounting Services for completion in the financial system.

TO ESTABLISH A NEW GIP ACCOUNT AND MAKE INITIAL DEPOSIT

Amount to deposit	$
Funding Source: ChartField string from which to transfer funds into GIP account	
Do you wish to automatically reinvest income?	Yes No
Income Distribution: ChartField string to receive income distribution	
Title of GIP account	
Planned use of principal	
Timeframe for planned use of principal	

TO ADD FUNDS TO CURRENT GIP ACCOUNT

Amount to deposit	$
GIP Participant ID to deposit funds	
Title of GIP account	
Funding Source: ChartField string from which to transfer funds into GIP account	
Planned use of Principal	
Timeframe for planned use of principal	

TO WITHDRAW FUNDS FROM CURRENT GIP ACCOUNT

Amount to withdraw	$
GIP Participant ID from which to withdraw funds	
Title of GIP account	
ChartField string to receive requested withdrawal of funds	

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Contact and Approval Information:

Department Name:	Approval (Dean or equivalent administrative officer)	Date
Department Contact Name:	Approval (University Assistant CFO)	Date
Contact Phone Number:	Approval (University Chief Investment Officer)	Date