

<b>Subject: Memorial Gifts</b>	Author: Kerry Kohl
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Contact Name: Kerry Kohl	Contact Email: <a href="mailto:kekohl02@louisville.edu">kekohl02@louisville.edu</a>
Approved By: Susan Magness	Page 1 of 1

Memorial gifts of cash made to charitable organizations may be made in lieu of flowers when deemed appropriate. Cash donations can be made to family-designated charities or memorial funds. These gifts shall not exceed \$100 and shall be funded from discretionary programs.

All requests of cash donations shall be submitted on a Request for Disbursement form and will be paid to the charity directly by the University. All requests should be approved by the departmental Dean, Vice President or Chair.