

July 30, 2024

University of Louisville Foundation – Gift and Endowment Donations Process

Effective 8/1/24, any check received by the University of Louisville (office, department, etc.) for a gift or endowment donation, must be hand delivered to the University of Louisville Foundation (ULF), located in Cardinal Station.

For ULF checks only:

- Do **NOT** deposit check to UofL bank account (program/speedtype).
- Do **NOT** endorse back of check with UofL endorsement stamp.
- Do **NOT** write any notes on the front or back of the check.
- Hand-deliver check(s) within 3 (three) business days of receipt between the hours of 8:30AM – 4:30PM.
- Include the check envelope and any notes, letters or other documentation included with the check. If you are aware of which Gxxxx or Exxxx program the gift supports, you may include a note with that information as well.

Any gift or endowment donation check should be made payable to ***University of Louisville Foundation, Inc.*** If a check is made payable to the University of Louisville or any departments therein, ULF can accept the check as a repository Foundation for the University.

Hand-deliver gift or endowment donation checks to:

University of Louisville Foundation
215 Central Avenue
2nd Floor, Suite 212
Louisville, KY 40208

[UofL Office of Advancement - FAQs](#)

For check depositing for the University of Louisville (***non-gift/endowment donation***), please see the **[UofL - Bank Deposits](#)** process.