Information

Memorial Gifts

Effective

July 1, 2007

Applicability

This policy applies to all University Employees (administrators, faculty, and staff).

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Controller's Office

Disbursement Services

Service Complex

Louisville, KY 40292

Phone: 502.852.6273

E-Mail: controll@louisville.edu

History

Revised Date: October 1, 2007; May 1, 2025

Reviewed Date: March 4, 2010; March 18, 2025

Categories

Statement:

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 Payment Request and will be paid to the charity directly by the University. All requests should be approved by the departmental Dean, Vice President or Chair.