

## **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](mailto:controll@louisville.edu)

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## **History**

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

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

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## **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.