

MEMORANDUM

MEMO TO: Whom It May Concern

MEMO FROM: Jim Stogsdill

MEMO DATE: July 1, 2013

MEMO SUBJECT: Transfers of Marketable Securities to
Washburn University Foundation

Transfers of marketable securities to the Washburn University Foundation can be arranged in a number of ways, depending upon the form in which the donor(s) holds the securities. Regardless of the manner of transfer, Donors are requested to inform a Washburn University Foundation representative that they will be making a stock gift so that we can more efficiently record the gift.

If the securities are held for the donor by their broker, all or a portion of DTC eligible securities can be transferred to Washburn University Foundation by instructing the broker to arrange for transfer to:

US Bancorp
DTC Clearing #0280
For Credit to: Account #25387236
In the name of: Washburn University Foundation

In any case where an actual certificate is presented to Washburn University Foundation, we request that the donor(s) sign a statement that expresses their intention to make a gift of the security to Washburn University Foundation (*copy attached*).

If the donor holds an actual stock or bond certificate and wants to transfer the entire amount to the Washburn University Foundation, the donor(s) should sign a stock or bond power (*copy attached*). They should **not** sign the actual stock certificate. If the security is held jointly, both owners must sign. In all cases, all of the signatures must be identical to the manner in which the name(s) is/are shown on the face of the certificate, and must be guaranteed by an officer of a bank or savings and loan association or a stockbroker. Whenever a marketable security is mailed, either to Washburn University Foundation or to the company's transfer agent, it is recommended that it be sent registered or insured or certified with return receipt requested. It is also recommended that the security and the signed stock/bond power be sent in separate envelopes.

If the donor holds the actual stock certificate and wants to transfer a portion to the Washburn University Foundation, the certificate will have to be sent to the company's transfer agent. Instructions to issue a new certificate in the name of the Washburn University Foundation (for the number of shares to be transferred) and another (for the share balance to be retained) in the donor's name should accompany the certificate.

If the donor wishes to transfer mutual funds, which are not eligible for DTC transfer, the donor must write a letter to US Bancorp Investment, stating their intentions to transfer the mutual fund shares to Washburn University Foundation (*copy attached*). The letter must be signature guaranteed by an officer of a bank or savings and loan association or a stockbroker.

If donors, their attorneys or their brokers have any questions regarding the above information, they should feel free to contact Jim Stogsdill at the Washburn University Foundation (785)670-4483 for assistance.

STATEMENT OF GIFT

Date _____

To whom it may concern:

I/we hereby gift _____ share(s) of _____ to
Washburn University Foundation*, Topeka, KS. (Tax ID #48-6105561).

Name of donor _____

Address _____

City, State, Zip _____

Social Security Number _____

Signature _____

Signature _____

*Washburn University of Topeka has formally delegated the authority to receive gifts on its behalf to the Washburn University Foundation.

IRREVOCABLE STOCK POWER

FOR VALUE RECEIVED, the undersigned does hereby sell, assign, and transfer the securities listed below unto:

WASHBURN UNIVERSITY FOUNDATION*
Taxpayer Identification Number: 48-6105561

For Stock Certificates:

_____ shares of the _____ (common or preferred) stock of _____ Corporation represented by Certificate number _____, inclusive, standing in the name of the undersigned on the book of said corporation.

The undersigned does hereby irrevocably constitute and appoint _____ attorney in fact to transfer the said stocks on the books of the said company, as applicable, with full power of substitution.

Dated _____

Owner's Signature

Joint Owner, if applicable

SIGNATURE GUARANTEED

Company

Authorized Officer

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