

When is a Cardinal Sheet required?

ALWAYS Require a Cardinal Sheet

- Solicitations of \$5,000 or more that do not fit into the exceptions noted in section below
- Capital project funding
 - Please be aware that agreed upon naming opportunities (verbiage, location, purpose, etc.) must be documented through the submittal of a cardinal sheet.
- Faculty positions
 - Gifts/pledge commitments establishing a faculty position require a cardinal sheet, prior to the gift agreement. The fully-executed gift agreement will be considered the governing document.
- Annual allocations
 - Gifts from corporations/foundations that are distributed among more than one unit require a cardinal sheet that will be initiated by CFR. A modified process will be used: CFR sends cardinal sheet and supporting documentation to the dean, noting first four signatures are not required and also noting the amount of total request, breakdown for each unit and the routing needed in this instance.
- Scholarships/Fellowships
 - Proposals for scholarships and graduate fellowships require a cardinal sheet, prior to development of a gift agreement. The fully-executed gift agreement will be considered the governing document.
- Memberships
 - Gifts received as initial membership dues to ISU centers, such as the National Concrete Pavement Technology Center, require documentation regarding deliverables to the donor, thus a cardinal sheet is needed. Subsequent payments (pledge or outright) to fulfill membership do not require a cardinal sheet.
- Letters of intent or preproposals requiring budgets
 - When making a preliminary inquiry with a funder that requires a line item or categorized budget to be submitted with an LOI, the PI must submit a cardinal sheet.
- Letters of intent or preproposals requiring institutional authorization or endorsement
 - When making a preliminary inquiry with a funder that requires university authorization or endorsement (from a university administrator or ISUF chief financial officer) to submit the LOI, the PI must submit a cardinal sheet.

DO NOT Require a Cardinal Sheet

- Pledge payments
 - Cardinal sheets must be processed as part of the initial pledge documentation, but are not required for subsequent pledge payments.
- “Donor-named” accounts
 - Cardinal sheets must be processed as part of the initial gift documentation, but are not required for subsequent contributions by the original donor to a donor-named fund (such as a faculty fellowship or student scholarship) even if no pledge is recorded.
- Gifts in-kind
 - ISUF accounting department is the point of contact for gifts in kind. No cardinal sheet is required; however, accounting will advise constituents regarding the gift in kind process and documentation.
- Event support
 - Sponsorship of a specific event, such as a conference or workshop, does not require a cardinal sheet.
- Cyclone Club/Skybox pledge or payment
 - Notifications and approvals are documented in an athletics process, therefore, no cardinal sheet is required.
- Solicitations of less than \$5,000
 - When gifts of less than \$5,000 are received, use a gift routing form to document receipt of funds.
 - Any grant agreements or reporting requirements should be shared with donor manager or CFR.
- Letters of Intent without budgets
 - LOIs submitted to funders without detailed budgets do not require cardinal sheets until PI is invited to submit a proposal.