



**Office of Financial Affairs**  
**Securities Memorandum**

**To:** Office of Development

**From:** The Controller

**Date:**

DONOR NAME AND ADDRESS INFORMATION	
Name:	
Address:	
Identification/Social Security Number:	

SECURITIES RECEIVED	
Type of Securities:	
Date Received:	
Number of Shares	
Market Value on Date Received: <i>(mean between high and low)</i>	
Stock Power Received:	Yes <input type="checkbox"/> No <input type="checkbox"/>

RESTRICTIONS	
Indicate restrictions, if any:	

SALES INFORMATION	
Sale date per confirmation:	
Sale Price/Share:	
Total Market Value:	
Less Broker Fees:	
<b>NET VALUE:</b>	

ACCOUNTING	
General Ledger Account:	

AUTHORIZATION		
Controller	_____	_____
	<i>Signature</i>	<i>Date</i>
Chief Financial Officer	_____	_____
	<i>Signature</i>	<i>Date</i>