

MEMORANDUM (REVISED)

TO: All Staff

FROM: Heather Rowe, Business Manager

RE: **PROCEDURES FOR DONATIONS OF STOCK**

DATE: February 12, 2007 (Revised March 31, 2007)

Please note that we have changed our stock transfer agent from Smith Barney to Citizens Investment Services effectively immediately.

Any donor who wishes to donate stock should have the stock transferred to:

Citizens Investment Services
Account # N6A-003247
For the benefit of Southern CT University Foundation, Inc.
Please call the Foundation Business Office for DTC#.

In the case of a donor wishing to redeem any physical stock certificates in their possession, please have the donor send the stock to the following address via overnight mail (i.e. Fedex, DHL):

Citizens Investment Services
910 Douglas Pike
MS RSD 345
Smithfield, RI 02917
Attn: Alfredo Esposito

It is highly recommended that the stock certificate NOT be filled out on the back side. In the event there is a mistake made you can't make any changes to the certificate. Instead, it is recommended that the donor send the stock certificate along with a completed Stock Power (see Business Office for this document).

It is imperative that I be notified of any anticipated stock donations as soon as you are aware of them. The Business Office will be managing the execution of all trades in conjunction with Citizens.

Thank you.