

Securities

- DO's should
 - Have donors contact their broker to have securities transferred to OU
 - Electronically
 - Best alternative - quicker and safer
 - Contact DIS for detailed instructions
 - Mail
 - send unendorsed certificate(s) and a cover letter in one envelope
 - send, in a separate envelope, a signed, signature guaranteed, stock power form to the address below (registered mail is recommended). The only item that should be filled in on the stock power form is donor's signature exactly as their name appears on the stock certificate. A stock power form can be obtained at a local bank.



Securities

- DO's should
 - Inform DIS in writing (fax, memo, email):
 - the donor name
 - the name of the securities being transferred (if known)
 - the number of shares being transferred (if known)
 - the approximate value of the gift (if known)
 - where the gift is to be designated
 - the approximate day the shares will be transferred

BECAUSE

- Comerica does not know who transferred the securities to Oakland
- Comerica is not allowed to share that info even if they did know
- If we do not know who made the gift, the only way we can record the gift is to process it as an “anonymous” gift



Securities

- Determining values
 - Stocks
 - The average value between the high and low prices on the date it is transferred to the university multiplied by the number of shares given.
 - Can only be determined the next day
 - Mutual Funds
 - The closing price on the date it is transferred to the university multiplied by the number of shares given.
- Broker Fees
 - Do not reduce the value of the donor's gift
 - Do reduce the total amount transferred to the fund

