



New Memorandum of Use/Account Application Process

During this time of complex challenges due to the COVID-19 pandemic, the Stony Brook Foundation has agreed to handle the Memorandum of Use (“MOU”) process in the following way until further notice.

1. **OPTION A** – If the Account Manager and the appropriate Stony Brook supervisor approvers are readily available, SBF would prefer that original signatures are still obtained on the MOU and Account Application. Once signed by all parties, the MOU and Account Application can be scanned and emailed to the SBF Foundation at angelique.alicea@stonybrookfoundation.org
2. **OPTION B** – If it is prohibitive to obtain original signatures from the Account Manager and appropriate Stony Brook supervisor approvers, please adhere to the following process:
 - **Step One** - First send an e-mail to the Account Director seeking their electronic approval of the MOU and Account Application
 - Include the following language in the body of the e-mail back from the Account Manager:
 - *I have read the policies and procedures of the Stony Brook Foundation that pertain to this account. By this e-mail, I agree to comply with donor restrictions and SBF policy and procedures*
 - **Step Two** – Once you have gotten the e-mail approval back from the Account Manager, forward that same email on to appropriate Stony Brook supervisor approvers seeking their electronic approval of both the MOU and Account Application
 - Include the following language in the body of the return e-mail:
 - *My e-mail indicates that I have reviewed the MOU and Account Application; the intended use of this account is consistent with the mission of Stony Brook University*
3. **Step Three** - Once you have secured the e-mail approval by all parties, send the complete e-mail thread and a scanned copy of the MOU and Account Application to the Foundation at angelique.alicea@stonybrookfoundation.org

KEY NOTE - Upon returning to normal office operations, the Development Officer will be responsible for obtaining all original signatures on the MOU and Account Application within 60 days.