



UNIVERSITY OF OREGON
FOUNDATION

2015-2016 OFFICERS

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Steven A. Raymund
Secretary / Treasurer

MEMORANDUM

DATE: September 3, 2015
TO: All Campus Accounting Contacts
FROM: Erika Funk, Chief Compliance Officer & Chief Operating Officer
RE: Foundation Accounting System Conversion

TRUSTEES

J. Scott Andrews
Andrew S. Berwick Jr.
Timothy W. Foo
Cheryl L. Ramberg Ford
Susan L. Fuller
Katherine H. Gurun
Oystein Harsvik
John R. Harrison
Thomas Hartfield
Rosaria P. Haugland
Stuart W. Jackson
Amy Rittenberg-Kari
Abbott J. Keller
Edward L. Maletis
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Carey A. McNally
Iain E. More
Susie Yancey Papé
Dwayne S. Richardson
Julie A. Schlendorf
Richard Seow
Joan B. Siegel
Chris A. Smith
Sondria L. Stephens
David B. Taylor
Vicki J. Toyohara-Mukai
Michael B. Wilkes
Anthony S.O. Wong

We will be taking a bit longer with our conversion process than originally anticipated and want to make certain we are providing the best possible service for check requests.

If you have check requests that have not been sent to us, please deliver them by close of business Friday, 4 September. All requests currently on hand and those received by Friday will be processed for payment next Tuesday and Wednesday.

All requests received after Friday will be held until we are live on the new accounting system Monday, 14 September.

If you have an emergency request next week, please contact me directly and we will be certain to address that need.

Erika Funk
Chief Operating Officer
Chief Compliance Officer
University of Oregon Foundation
Ph. 541.302.0330
erikaf@uofoundation.org