<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Indexes</th>
<th>Considerations</th>
<th>Spending Deadlines</th>
<th>Naming Convention</th>
</tr>
</thead>
</table>
| **Department E&G** | 12xxxx | • Expenditures allowed if there are sufficient funds in the fiscal year budget.  
• Departments are responsible for managing and not over-spending direct expenditures/M&O (7XXXXX) and hourly/student wages. | • All expenditures must post no later than the date specified in the fiscal year-end calendar. | (Please reference in all *buyW&M requisitions & direct pays, Chrome River pre-approvals/expense reports, SPCC charges, EPAF’s and ATG)  
*In buyW&M, enter naming convention in the Expense ID field (for requisitions) and Payment Description field (for direct pays). |
| **Individual Start-up, E&G** | 12xxxx | • New faculty start-up funds span 4 years. Budgets must be submitted and approved each fall. Expenditures allowed if sufficient funds remain and are included in the approved individual start-up budget.  
• All equipment and furnishings purchased are property of the University and must be returned at separation or retirement.  
• Regalia and other personal items are not allowable expenses.  
• General office supplies cannot be purchased with Start-Up funds; other departmental funds should be used for those types of expenses | • Expenditures must post to the appropriate budget index by May 15. THIS INCLUDES ENCUMBERED AMOUNTS.  
• Covington & SPCC charges must post with the 5/15 statement.  
• Rare exceptions to these deadlines require written approval from the Dean’s Office and are determined on a case-by-case basis. | Enter the 4 letter dept abbreviation, individual name (if applicable), ‘SU’ for startup, and a brief description of the expense. (Example: GOVT LastName SU books)  
When submitting EPAF’s allocated to any Dean’s Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details. Example: [Faculty member name] SU funds $XXX. |
| **Individual Start-up, HEETF** | 121089 | • Expenditures allowed if sufficient funds remain and equipment was included in the approved individual start-up budget. See naming convention instructions.  
• SPCC transactions may not be allocated to the HEETF index and expenses may not be transferred to the HEETF index once posted in Banner.  
• Split funding is not allowable with the exception of AppleCare (AppleCare cannot be charged to the HEETF index)  
• Please refer to the W&M Budget Office’s Higher Education Equipment Trust Fund webpage for additional information. | • March 31st  
• All requisitions for ETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. All ETF items must be received and invoiced no later than the date specified in the fiscal year-end calendar. [https://www.wm.edu/offices/budgetoffice/heetf/index.php](https://www.wm.edu/offices/budgetoffice/heetf/index.php) | For HEETF purchase requests tied to startup funding, enter the 4 letter dept abbreviation, individual last name, ‘SU ETF’, and a brief explanation of expense. (Example: GOVT LastName SU ETF microscope) |
| **A&S Computer Leases & Purchases** | Provided by Dean’s Office for eligible employees | • In general, the Dean’s Office provides a standard leased Dell desktop or laptop or up to $1350 towards the purchase of an Apple or other non-standard computer for all full-time staff, T/TE Faculty, and non-visiting Teaching Faculty (formerly NTEs). | • Leased computers must be requested by March 15 to meet fiscal year deadlines.  
• Approval requests for Apple/non-standard computers must be received by April 1 to meet fiscal year deadlines. | Enter the 4-letter department abbreviation, individual name, DO (for Dean’s Office) and iMac or MacB or DELL in the Expense ID cell (Example: GOVT LastName DO iMac or GOVT LastName DO MacB or GOVT LastName DO DELL) |

- For more information please refer to the [A&S Dean’s Office Funded Leased and Purchased Computers](https://www.wm.edu/offices/budgetoffice/heetf/index.php) document located on the Department & Program Administration [webpage](https://www.wm.edu/offices/budgetoffice/heetf/index.php).
<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Dean Support Funds                 | 12xxxx   | • Only expenditures pre-allocated by the Dean’s Office (and designated as Dean supported) may be charged to your department’s Dean Support index. See naming convention instructions.  
  • Expenditures must post to the appropriate budget index by May 15 (this includes Covington & SPCC charges that must post by the 5/15 statement).  
  • Rare exceptions to these deadlines require written approval from the Dean’s Office and are determined on a case-by-case basis.  
  • Enter DSI, followed by the first 4 letters of the faculty member’s last name (if applicable) and a brief description of the expense., e.g., DSI SMIT Conf travel.  
  • When submitting EPAF’s allocated to any Dean’s Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details. Example: [Faculty member name] Faculty Grant Fund award $XXX semester and year.  
  • For recruitment support committed by the Dean’s Office, please reference the position ID number for all related purchases. |
| Professorship Research Funds       | 2Wxxxx or other index provided by the Dean’s Office Fiscal Team. | • Expenditures for faculty research allowed with the following exceptions: additional salary, furnishings, and personal/office computing equipment that duplicates what is provided at the central workplace. Refer to your faculty member’s appointment letter for details. See naming convention instructions.  
  • All equipment purchased is property of the University and must be returned at separation or retirement.  
  • Expenditures must post to the appropriate budget index by May 15 (this includes Covington & SPCC charges that must post by the 5/15 statement).  
  • Funds not posted by May 15 are forfeited and do not carry over to next fiscal year.  
  • Enter PROF and the first 4 letters of the faculty member’s last name followed by the fiscal year and a brief description of the expense. (Example: PROF SMIT FY23 Conf travel)  
  • When submitting EPAF’s allocated to any Dean’s Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. Example: [Faculty member name] Professorship research funds $XXX. |
| Faculty Grant Funds                | Either Dean Support Index or Annual Fund (2W001) | • Refer to original award letter to confirm funding source and award details. If letter references ‘E&G’, administrators should charge any FGF-related expenses to their department’s Dean Support index. See naming convention instructions.  
  • Refer to original award letter to confirm spending deadline.  
  • Enter FGF and the first 4 letters of the faculty member’s last name followed by an abbreviation for the semester/year in which they received the award – in this case, summer. FGF SMIT SP23 (or FL for Fall, SP for Spring) along with a brief description of the expense. (Example: FGF SMIT SP23 Conf travel).  
  • When submitting EPAF’s allocated to any Dean’s Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. Example: [Faculty member name] Faculty Grant Fund award $XXX semester and year. |
| HEETF                              | 121089   | • Expenditures allowed if department or staff/faculty received funding to purchase equipment needed for instruction and research. Requests for HEETF should be submitted for consideration annually in response to the call (usually in early Fall) from the Provost’s  
  • March 31st  
  • All requisitions for ETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. Additionally, all ETF items must be received and  
  • Enter 4 letter Dept abbreviation, individual name (if applicable), and either ‘SU’ for startup funds or ETF approval number and a brief description of the expense. (Example: GOVT LastName ETF55555 lab freezer) |
Office. Each ETF purchase must have a purchase order, issued through the university's designated procurement system.
- SPCC transactions may not be allocated to the HEETF index and expenses may not be transferred to the HEETF index once posted in Banner. Please refer to the W&M Budget Office’s Higher Education Equipment Trust Fund [webpage](https://www.wm.edu/offices/budgetoffice/heetf/index.php) for additional information.

<table>
<thead>
<tr>
<th>Category</th>
<th>Index Numbers</th>
<th>Expenditure Restrictions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Gifts</td>
<td>2Wxxxx, 2Zxxxx, etc.</td>
<td>Expenditures allowed in accordance with the specific fund restrictions. Refer to the Operating Ledger tile in Qlik’s Finance stream for Chart E Fund restrictions.</td>
<td></td>
</tr>
<tr>
<td>External Grant</td>
<td>7xxxxx</td>
<td>Expenditures allowed in accordance with funder and OSP requirements.</td>
<td></td>
</tr>
<tr>
<td>Overhead Recovery</td>
<td>14xxxx</td>
<td>Expenditures allowed if sufficient funds are available.</td>
<td></td>
</tr>
</tbody>
</table>
| Provost Funds          | 2Z1N18 (Plumeri) or other index provided by the Provost | Expenditures allowed in accordance with the Provost’s requirements
  - Contact Barb Youngk with questions, blyoungk@wm.edu | **Enter Plumeri + first 4 letters of professor’s last name + award year + purpose**
  (Example: Plumeri SMIT 2023 Paris conference)
  - Additional information should be added as a note/comment when submitting the requisition, payment request, etc.
  - Refer to award letter issued by the Provost to confirm spending deadline. |
**Additional Notes**

Naming conventions are **REQUIRED** for all buyW&M requisitions and direct pay requests, Chrome River pre-approvals/expense reports, SPCC charges, EPAF’s, and ATG orders.

Any submissions without proper naming convention details will be returned for correction -- see examples below.

**BuyW&M requisitions for Apple computer orders**

Enter the 4-letter department abbreviation, individual name, DO (for Dean’s Office) and iMac or MACB in the Expense ID cell (Example: GOVT LastName DO iMac or GOVT LastName DO MacB)

**BuyW&M requisitions and direct pay requests**

In the buyW&M requisition screen about midway down the form along the left column is the **Internal Notes and Attachments** section. The **Expense ID** field is the last line. This is where naming conventions should be entered. See snippet below. This field will hold up to 50 characters. In Qlik this information is populated in the buyW&M Description field in the Transaction Detail Sheet.
BuyW&M direct payment requests

In the buyW&M direct payment form screen in 'Questions - Check Request Information' about midway down the form is the **Payment Description** field. This is where naming conventions should be entered. See snippet below. In Qlik this information is populated in the transaction description field in the Transaction Detail Sheet.

Example: Naming convention for Provost Plumeri funded expense

```
Plumeri SMIIP 2023 Fiji conference
```

Example: Naming convention for A&S Faculty Grant funded expense

```
NSP SMIIP Sub2023 last lodging
```
Chrome River Pre-Approvals and Expense Reports

Enter naming convention as Report Name in Chrome River

Pre-Approval:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>DBI Hink Conf travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>11/03/2023</td>
</tr>
<tr>
<td>End Date</td>
<td>11/10/2023</td>
</tr>
<tr>
<td>Number of Days</td>
<td>8</td>
</tr>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Attending a conference in Vancouver</td>
</tr>
</tbody>
</table>

Expense Report:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>DBI Hink Conf travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Report Type</td>
<td>Employee</td>
</tr>
</tbody>
</table>

How the posted expense appears in Qlik:

<table>
<thead>
<tr>
<th>Transaction Description</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBI Hink Conf. Travel</td>
<td>Robert J. Hink</td>
</tr>
</tbody>
</table>
SPCC Transactions

Edit the Transaction Description to include the naming convention. The WORKS Description field populates the Transaction Description Field in Qlik.

View in WORKS:

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAN_CCA Summer 2023 Conference Registration Schaefer</td>
<td></td>
</tr>
</tbody>
</table>

View in Qlik:

<table>
<thead>
<tr>
<th>Transaction Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAN_CCA Summer 2023 Conference Reg</td>
</tr>
</tbody>
</table>

ATG Orders

The Business Purpose on the ATG Order populates the Transaction Description Field in Qlik.

View on ATG Order:

<table>
<thead>
<tr>
<th>Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch for LING Program Review team &amp; LING students</td>
</tr>
</tbody>
</table>

View in Qlik:

<table>
<thead>
<tr>
<th>Transaction Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Culinary: Lunch for LING Prog</td>
</tr>
</tbody>
</table>
**Journal Vouchers (JV's)**
- When submitting JV's, please provide a detailed explanation/purpose for the transfer. If an expense is tied to a specific individual/dept, be sure to include the last name with department abbreviation and the reason for the transfer. This will inform the Dean’s office (and other units) and will prevent delays in approval routing.
- Reminder: Expenses allocated to local funds (private gifts) cannot be JV’d to E&G funds.

**William & Mary Foundation Indexes**
- 2W and 1W indexes were set up to receive reimbursements from the W&M Foundation only.
- If an entity other than WMF is providing funding for an expense, the expense can’t be allocated to a 2W index. Only expenses covered by WMF should be allocated to a 2W**** index.

**EPAF Approval Routing Guidance -- Arts & Sciences**

**NOTE:** Unit Chairs/Directors must always be added to approval routing as Approver for the department/program (Dept Level - Chair / Dept Head, 20)
For grant funded EPAF payments, be sure to include the grant’s Principal Investigator (Supervisor / PI, 10) and designated OSP Administrator (OSP prior to unit review, 30) as Approvers

**Graduate student (GA) new hires and funding changes**
- Approver for A&S (Unit Level - Fin & Admin, 38) -- Chasity Roberts
- FYI for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner and Sherri Powers

**Summer Salary**
- Approver for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- FYI for A&S (Unit Level - Fin & Admin, 38) -- Sherri Powers

**Staff and temporary position funding changes**
- Approver for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- FYI for A&S (Unit Level - Fin & Admin, 38) -- Sherri Powers

**Undergraduate student new hires and funding changes** (*Only applicable for students whose wages will be allocated to Dean’s Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds*)
- FYI for A&S (Department Admin, 5) -- Robin McDow
- Approver for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner

**Additional guidance for undergraduate student EPAF’s...**
- Only include A&S Dean’s Office staff in the EPAF approval routing if the student’s wages will be allocated to any type of Dean’s Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds. If a student EPAF will be charged to departmental or grant funds, no need to include A&S Dean’s Office staff in the approvals routing.
- Provide an explanation as a comment before submitting the EPAF – the explanation must include the total amount, for example: [Faculty member name] Faculty Grant Fund award $XXXX_semester and year.
- Include max budget amount for student’s wages, for A&S reference.