

Funding Source Reference for Fiscal Administrators – College of Arts & Sciences *(revised September 2025)*

Source of Funds	Worktags <i>(previously indexes)</i>	Considerations	Spending Deadlines	Naming Convention <i>(Please reference in all *buyW&M requisitions & direct pays, Workday spend authorizations/expense reports, SPCC charges, and ATG). In Workday, add as a comment.</i> <i>*In buyW&M, enter naming convention in the <u>Expense ID</u> field (for requisitions) and <u>Payment Description</u> field (for direct pays).</i>
Department E&G	DS00xxxx <i>(12xxxx)</i>	<ul style="list-style-type: none">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 non-labor accounts) and hourly/student wages.	<ul style="list-style-type: none">All expenditures must post no later than the date specified in the fiscal year-end calendar.	
Individual Start-up, E&G	DS00xxxx <i>(12xxxx)</i>	<ul style="list-style-type: none">New faculty start-up funds span 3 years. Budgets must be submitted and approved each fall. Expenditures allowed if sufficient funds remain <u>and</u> are included in the approved individual start-up budget. The goal is to spend within 10% of the budget submitted. If the budget is over/underspent by more than 10% justification is required.All equipment purchases 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 and office furnishings are not allowable using Startup funds, these are provided using unit funds.iPad purchases must be approved in advance by the Dean’s Office with proper justification.	<ul style="list-style-type: none">All expenditures must post no later than the date specified in the fiscal year-end calendar.	<ul style="list-style-type: none">Enter the 4 letter dept abbreviation, faculty last name, ‘SU’ for startup, and a brief description of the expense. <i>Example: GOVT [Faculty member name] SU books</i>When submitting student hires or other payment requests allocated to Dean’s Office funding sources (Professorships, Dean Support, Faculty Grant Awards, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. <i>Example: GOVT [Faculty member name] SU \$XXX.</i>
Individual Start-up, HEETF	PJ003652	<ul style="list-style-type: none">Expenditures allowed if sufficient funds remain <u>and</u> equipment was included in the approved individual start-up budget. See naming convention instructions.SPCC transactions and W&M IT computer purchases may not be allocated to the HEETF worktag and expenses may not be transferred to the HEETF worktag once posted in Workday.Split funding is not allowable with the exception of AppleCare (AppleCare cannot be charged to the HEETF worktag).Please refer to the W&M Budget Office’s Higher Education Equipment Trust Fund (HEETF) webpage for additional information.	<ul style="list-style-type: none">All requisitions for HEETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. All HEETF 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	<ul style="list-style-type: none">For HEETF purchase requests tied to startup funding, enter the 4 letter dept abbreviation, faculty last name, ‘SU’ for startup, and a brief explanation of expense. <i>Example: GOVT [Faculty member name] SU ETF microscope</i>

Dean Support Funds	DS00xxxx (12xxxx)	<ul style="list-style-type: none"> Only expenditures <u>pre-allocated</u> by the Dean’s Office (and designated as Dean supported) may be charged to your department’s Dean Support worktag. See naming convention instructions. 	<ul style="list-style-type: none"> All expenditures must post no later than the date specified in the fiscal year-end calendar. 	<ul style="list-style-type: none"> Enter 4 letter dept abbreviation followed by faculty member’s last name and a brief description of the expense and FY. <i>Example: GOVT [Faculty member last name] Conf travel FY26.</i> When submitting student hires, one-time pay, and/or Period Activity Pay requests allocated to Dean’s Office funding sources (Professorships, Dean Support, Faculty Grant Fund Awards, Start-Up, etc.), provide a comment to include the reason and total dollar amount. <i>Example: GOVT [Faculty member last name] FGF award \$XXX FY26.</i> For new faculty search support committed by the Dean’s Office, please indicate expense for recruitment and reference the academic unit and faculty last name for all related purchases.
External Program Review Funds	DS008523 (previously Dean Support indexes)	<ul style="list-style-type: none"> Expenditures for external Program Reviews are primarily handled by the Dean’s Office. Departments/Programs which have recently had or have an external review coming up have a \$1000 allowance for additional external program review support. For guidance on using these funds, please contact Gail Pascaris in the Dean’s Office. 	<ul style="list-style-type: none"> All expenditures must post no later than the date specified in the fiscal year-end calendar. 	<ul style="list-style-type: none"> Enter 4 letter dept abbreviation, last name of Program Review and PR followed by the fiscal year and a brief description of the expense. <i>Example: GOVT PR JONES FY26 Travel</i>
Professorship Research Funds	GF00xxxx or other worktag provided by the Dean’s Office Fiscal Team	<ul style="list-style-type: none"> 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 (issued by the Dean’s Office in August) for additional details. See naming convention instructions. All equipment purchased is property of the University and must be returned at separation or retirement. 	<ul style="list-style-type: none"> Expenditures must post to the appropriate budget index by <u>June 1 (Note: Covington & SPCC charges must post by the May 15 statement)</u>. Rare exceptions to these deadlines require written approval from the Dean’s Office and are determined on a case-by-case basis but cannot be extended beyond the Financial Operations deadline for 2W spending which is typically early to mid-June. Funds not used by the Financial Operations deadline are forfeited and do not carry over to next fiscal year. 	<ul style="list-style-type: none"> Enter faculty member’s last name followed by PROF, the fiscal year and a brief description of the expense. <i>Example: [Faculty member last name] PROF FY26 conf travel \$XXX.</i> When submitting student hires, one-time pay, and/or Period Activity Pay requests allocated to Dean’s Office funding sources (Professorships, Dean Support, Faculty Grant Fund Awards, Start-Up, etc.), provide a comment to include the reason and total dollar amount. Example: Example: <i>[Faculty member last name] PROF FY26 lab supplies \$XXX.</i>
Faculty Grant Funds	Either Dean Support DS00XXXX <u>or</u> specified private gift fund, i.e., Annual Fund (GF005130)	<ul style="list-style-type: none"> 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 worktag. See naming convention instructions. 	<ul style="list-style-type: none"> Refer to original award letter to confirm spending deadline. 	<ul style="list-style-type: none"> Enter 4 letter dept abbreviation, FGF and the faculty member’s last name followed by an abbreviation for the semester/year in which they received the award (FL for Fall, SP for Spring) along with a brief description of the expense, <i>Example: GOVT FGF [Faculty member last name] SP26 Conf travel.</i> When submitting student hires or other payment requests allocated to Dean’s Office funding source (Professorships, Dean Support, Faculty Grant Awards, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. <i>Example: GOVT FGF [Faculty member last name] \$XXX semester and year.</i>

HEETF	PJ003652	<ul style="list-style-type: none"> 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 Office. Each HEETF purchase must have a purchase order, issued through the university's designated procurement system. SPCC transactions or IT-Billed computer equipment may not be allocated to the HEETF worktag and expenses may not be transferred to the HEETF worktag once posted in Workday. Please refer to the W&M Budget Office's Higher Education Equipment Trust Fund webpage for additional information. 	<ul style="list-style-type: none"> All requisitions for HEETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. Additionally, all HEETF 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 	<ul style="list-style-type: none"> Enter 4 letter Dept abbreviation, individual name (if applicable), and HEETF approval number and a brief description of the expense. <i>Example: GOVT [Faculty member last name] HEETF55555 lab freezer</i>
Private Gifts	GF00xxxx (2Wxxxx, 2Zxxxx, etc.)	<ul style="list-style-type: none"> Expenditures allowed in accordance with the specific fund restrictions. Check with the Dean's Office Fiscal team or with Heather Bowers Bouchard/WMF if you are unsure about fund restrictions. 		
External Grant	GR00xxxx (7xxxxx)	<ul style="list-style-type: none"> Expenditures allowed in accordance with funder and OSP requirements. 		
Overhead Recovery (ORF or IDC)	DS00xxxx (14xxxx)	<ul style="list-style-type: none"> Expenditures allowed if sufficient funds are available. 		
Provost Funds	GF003783 (2Z1N18 Plumeri) or other fund provided by the Provost	<ul style="list-style-type: none"> Expenditures allowed in accordance with the Provost's requirements Contact Barb Youngk with questions, blyoungk@wm.edu 	<ul style="list-style-type: none"> Refer to award letter issued by the Provost to confirm spending deadline. 	<ul style="list-style-type: none"> Enter Plumeri + professor's last name + award year + purpose (Example: Plumeri SMITH 2026 Paris conference) Additional information should be added as a note/comment when submitting the requisition, payment request, etc.

Additional Notes

Naming conventions are REQUIRED for all buyW&M requisitions and direct pay requests, Workday spend authorizations/expense reports, SPCC charges, One-Time Pays, Period Activity Pays, and ATG orders. Any submissions without proper naming convention details will be returned for correction -- see examples below.

BuyW&M requisitions for Apple and non-standard Dell 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 [Faculty member last name] DO iMac* or *GOVT [Faculty member last name] DO MacB*. If start up is also being used to fund computer purchase, add “SU” to the Expense ID cell. ***Example: GOVT [Faculty member last name] DO SU iMac***

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.

Internal Notes and Attachments

Procurement Review - Terms and Conditions

Yes

Yes

Procurement Method

no value

Procurement Method Notes

no value

Internal Attachments

Add

Internal Note

no value

Expense ID

ENTER NAMING CONVENTION HERE

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.

Example: Naming convention for Provost Plumeri funded expense

Home

Shopping Cart

Forms

Account

Help

Feedback

Log Out

WILLIAM & MARY

BUYW&M

Shop > Shopping > View Forms

Back to Shopping Home

Direct Payment Request F...

Form Number 9687836

Purpose Check Request

Status Incomplete

Instructions

Vendor

Questions

Check Request Informati...

Additional Questions

Codes

Additional Information

Review and Submit

Form Approvals

Questions - Check Request Information

On This Page

Invoice Information (11)

Special Handling Request (4)

Wire or Foreign Draft Request (5)

Invoice Information

Vendor Invoice Number (15 character/space limitation) *

515748-2023

Invoice Received Date or Goods/Services Received Date (use the latest date): *

07/18/2023

mm/dd/yyyy

Payment Description *

Plumeri SMIT 2023 Paris conference

1966 characters remaining

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

Home

Shopping Cart

Forms

Account

Help

Feedback

Log Out

WILLIAM & MARY

BUYW&M

Shop > Shopping > View Forms

Back to Shopping Home

Direct Payment Request F...

Form Number 9687836

Purpose Check Request

Status Incomplete

Instructions

Vendor

Questions

Check Request Informati...

Additional Questions

Codes

Additional Information

Review and Submit

Form Approvals

Questions - Check Request Information

On This Page

Invoice Information (11)

Special Handling Request (4)

Wire or Foreign Draft Request (5)

Invoice Information

Vendor Invoice Number (15 character/space limitation) *

515748-2023

Invoice Received Date or Goods/Services Received Date (use the latest date): *

07/18/2023

mm/dd/yyyy

Payment Description *

FGF SMIT SU2023 conf lodging

1972 characters remaining

Workday Spend Authorizations and Expense Reports

Enter naming convention as a comment when submitting/advancing these for processing.

Currently, for Spend Authorizations that include a cash advance request, the system will only allow *a single worktag* to be entered. However, the Expense Report will accommodate multiple funding sources even when cash advances are involved. While IT and Huron look into possible solutions, be sure to notate all applicable worktag allocations as a comment when submitting the initial spend authorization request to inform approvers in the queue as to how the different expenses will be funded.

SPCC Transactions

SPCC Transactions are now being reconciled through Workday. Please use the **Memo** field in the **Expense Lines** section of the **Expense Report** to include the naming conventions mentioned above. This Memo field populates in other Workday reports. You will need to drill down through the hyperlinks to see it in the reports.

View in Workday Expense Report:

Expense Line	
Credit Card Transaction	08/06/2025 2001533227 60.60 USD
Charge Description	2001533227
Expense Date	* 08/06/2025
Expense Item	* Educational Supplies - SPCC
Total Amount	60.60
Currency	* USD
Memo	DSI Fabric Swatches – Play XYZ
Grant	(empty)
Gift	(empty)

View in Workday Report (after drilling down):

View Journal Line

Journal Line

Journal Entry Status

Activity for Journal Entry

Operational Transaction

Journal Line Type

Ledger

Period

Accounting Date

Journal Source

Q

Posted

[Operational Journal: WM001 William & Mary - 08/11/2025](#)

[Expense Report: EXP-10002414](#)

Activity

[WM001 William & Mary : Higher Ed Actuals](#)

[P02 Aug-FY2026 Higher Ed Actuals \(WM001 William & Mary\)](#)

08/11/2025

[Expense Report](#)

1 item

Ledger Account	Debit Amount	Credit Amount	Currency	Memo	External Reference ID	Revenue Category	Spend Category
70001:Supplies and Services	60.60	0.00	USD	DSI Fabric Swatches – Play XYZ			5013740 - t (SC00205)

ATG Orders

The Business Purpose on the ATG order partially populates the Memo Field in the Journal Transaction. The Memo Field can be viewed in several Workday reports. You will need to drill down through the hyperlinks to see it in the reports.

View in ATG Order:

Expenses

100%

Meal Type: Lunch (\$22pp), **Index:** GF003625-- (LOCAL), **Account Code:** SC00107-5012640 - F Events with Students, **Activity Code:** none, **On** **Business Purpose:** Mini conference hosted by undergrad students

View in Workday:

1 item

Ledger Account	Debit Amount	Credit Amount	Currency	Memo	External Reference ID	Revenue Category
70001:Supplies and Services	112.72	0.00	USD	Papa Johns -Mini conference hosted	18312308	

Accounting Adjustments/Journals

Accounting adjustments can only be made when transferring the full amount from one individual funding source (such as a specific grant, gift, project, or designated fund) or operational category (like a revenue or spend category) to another. You cannot split the adjustment across multiple funding sources or categories.

- Be sure to provide a *detailed* explanation/purpose for the adjustment or amendment in the **memo field** shown below. If an expense is tied to a specific individual/academic unit, be sure to include the last name with department abbreviation and the reason for the transfer. This will inform approvers in the queue and will prevent delays in approval routing.
- Reminder: Expenses allocated to gift worktags (local funds/private gifts) *cannot* be moved to E&G funds.



Note: The fields that are white boxes can be changed.

Lines 7 items		
*Proposed Spend Category	Change Reason	Memo
<div>✕ Acquisition-Property - SC00361</div>	<div>✕ Worktag Reclassification</div>	



.....

William & Mary Foundation Funds

- GF00xxxx (previously 2W and 1W) gift funds 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 GF00xxxx worktag. Only expenses covered by WMF should be allocated to a GF00xxxx worktag.
-

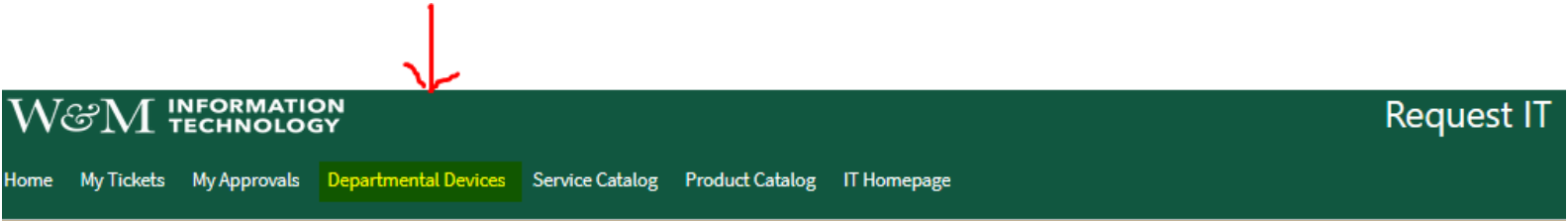
A&S Computer Leases and Purchases

How do I know if a computer is funded by A&S?

- Sign into [Request IT](#) with your W&M credentials
- Choose Department Devices at the top of the page
- Go to Computers Due for Replacement
- Click on Service Tag to open new window.
- Under the Service Tag, if you see “**This computer is funded by Arts & Sciences**”, the Dean’s Office will contact you when it is time for replacement.
 - NOTE: All equipment purchased is property of the University and must be returned at separation or retirement


How do I request an A&S funded computer?

- All orders for lease computers funded by the Dean’s Office are processed by the Senior Fiscal & Data Administrator
- Lease computers must be requested by **March 15th** to meet fiscal year deadlines
- Approval requests for Apple/non-standard computers must be sent to the Senior Fiscal & Data Administrator by **April 1** -- Contact Gail Pascaris for Qualtrics link.
 - Once pre-approved by the Dean’s Office, Apple computers are ordered by administrators via buyW&M
 - Naming convention instructions: 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**)



Funding Department Computers Due for Replacement

^1 Department	⌵ Serv...	⌵ Primary User	⌵ Man
ⓘ Africana Studies	FYJ9L13	Omiyemi Green	Dell

 Computer (Service Tag: FYJ9L13)
This computer is funded by Arts & Sciences
STATUS: ACTIVE - REPLACEMENT DUE

Who is eligible for a Dean’s Office funded computer?

- In general, the Dean’s Office provides a standard leased Dell desktop or laptop or up to \$1350 towards the purchase of an Apple computer or other non-standard computer for full-time staff, T/TE Faculty and Term Faculty (formerly NTEs).
- The Dean’s Office does not provide computers for part-time employees, adjuncts, visiting instructors/professors, or emeriti. These computers can be provided by the department. IT has older AVE (Adjunct, Visiting, Emeriti) desktops that can be leased available through Request IT.
- **To confirm eligibility for a Dean’s Office funded computer, please contact Gail Pascaris**