

A&S Funding Source Reference for Fiscal Administrators

Source of Funds	Indexes	Considerations	Spending Deadlines	Naming Convention
				<p><i>(Please reference in all *BuyW&M requisitions, ChromeRiver pre-approvals/expense reports, SPCC charges, ePAF's and ATG)</i></p> <p>*In BuyW&M, enter naming convention in the <u>Expense ID</u> cell.</p>
Department E&G	12xxxx	<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) 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. 	
A&S Computer Leases & Purchases	Provided by Dean's Office for eligible employees	<ul style="list-style-type: none"> Contact the Senior Fiscal & Data Administrator (Gail Pascaris) to determine if faculty or staff are eligible for a Dean's Office supported computer. All equipment purchased is property of the University and must be returned at separation or retirement. 	<ul style="list-style-type: none"> Lease computers ordered by the Senior Fiscal & Data Administrator (Gail Pascaris) Approval requests for Apple/non-standard computers must be received by April 1 with orders placed by April 30th. Contact Gail for DocuSign form. <u>Supply chain issues may impact this deadline.</u> 	<ul style="list-style-type: none"> 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)
Individual Start-up, E&G	12xxxx	<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. 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. 	<ul style="list-style-type: none"> Funds must be committed no later than <u>April 30th</u> and posted to the appropriate budget index prior to <u>May 31st</u>. 	<ul style="list-style-type: none"> 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] Faculty Grant Fund award \$XXX.
Individual Start-up, HEETF	121089	<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 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 for additional information. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> For HEETF purchase requests tied to startup funding, enter the 4 letter dept abbreviation, individual last name, 'SU' for startup, and a brief explanation of expense. (Example: GOVT_LastName_SU ETF_microscope)
Dean Support Funds	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 	<ul style="list-style-type: none"> Funds must be committed no later than <u>April 30th</u> and posted to the appropriate budget index prior to <u>May 31st</u>. 	<ul style="list-style-type: none"> 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.

		department's Dean Support index. See naming convention instructions.		<ul style="list-style-type: none"> 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.
Professorship Research Funds	2Wxxxx or other index 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 for 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"> Funds must post to the appropriate budget index by <u>May 31st</u>. Funds not posted by May 31st are forfeited and do not carry over to next fiscal year. 	<ul style="list-style-type: none"> 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] Faculty Grant Fund award \$XXX.
Faculty Grant Funds	Either Dean Support Index <u>or</u> Annual Fund (2WK001)	<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 index. 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 FGF and the first 4 letters of the faculty member's last name followed by an abbreviation for the semester in which they received the award – in this case, summer. FGF_SMIT_SM (or FL for Fall, SP for Spring) along with a brief description of the expense, (Example: FGF_SMIT_SM_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.
HEETF	121089	<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 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 for additional information. 	<ul style="list-style-type: none"> 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 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 either 'SU' for startup funds or ETF approval number and a brief description of the expense. (Example: GOVT_LastName ETF55555_lab freezer)
Private Gifts	2Wxxxx, 2Zxxxx, etc.	<ul style="list-style-type: none"> Expenditures allowed in accordance with the narrow restrictions of the fund. 		

External Grant	7xxxxx	<ul style="list-style-type: none"> Expenditures allowed in accordance with funder and OSP requirements. 		
Overhead Recovery (ORF or IDC)	14xxxx	<ul style="list-style-type: none"> Expenditures allowed if sufficient funds are available. 		

Additional Notes:

- **Naming conventions are REQUIRED for all BuyW&M requisitions, 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.
- **How to find the Expense ID field in BuyW&M requisitions**

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 BuyWM Description field in the Transaction Detail Sheet.

Internal Notes and Attachments

Procurement Review - Terms and Conditions	<i>no value</i>
Procurement Method	<i>no value</i>
Procurement Method Notes	<i>no value</i>
Internal Attachments	Add
Internal Note	<i>no value</i>
Expense ID	<i>no value</i>

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.

Student ePAF's

- If a 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...
 - 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 \$XXX.*
 - Add Kori Varner as Approver and Robin McDow as FYI
 - If a student ePAF is charged to departmental funds, no need to include Dean's Office staff in the approvals routing