

REQUIRED

Business Unit XXXXX	Fund XXXXX	Source XXXXX	Account XXXXXX	Dept ID XXXXXX	
<p>WHICH legal entity?</p> <ul style="list-style-type: none"> The University Foundations GA <p><i>Required on all transactions (defaults)</i></p>	<p>WHICH fund group are we spending from?</p> <ul style="list-style-type: none"> State Unrestricted Restricted Endowments <p><i>Required on all transactions</i></p>	<p>HOW are we spending the funds?</p> <ul style="list-style-type: none"> Instruction Research Financial Aid <p><i>Required on all non-foundation expenditure transaction and state fund revenues</i></p>	<p>WHOSE funds are we spending?</p> <ul style="list-style-type: none"> Named Professorship Individual Scholarship Specific Conference Dept. Auxiliary <p><i>Required on all transactions</i></p>	<p>WHAT are we spending the funds on?</p> <ul style="list-style-type: none"> Office Supplies Travel Salaries, etc. <p><i>Required on all transactions</i></p>	<p>WHO is spending the funds?</p> <ul style="list-style-type: none"> Pediatrics Art Biostatistics, etc. <p><i>Required on all transactions</i></p>

REQUIRED, when a contract, grant or capital improvement fund is used on transaction

PC Business Unit XXXXX	Project ID XXXXXXXX	PC Activity ID XXXXX
<p>The business unit that applies to projects.</p> <p><i>Required when a contract, grant or capital improvement fund is used on transaction</i></p>	<p>WHY are we spending the funds?</p> <ul style="list-style-type: none"> Contract /Grant Capital Projects Cost Share <p><i>Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing</i></p>	<p>When project is a contract or grant, the value will always be 1. Capital Projects will enter values centrally.</p> <p><i>Required when a contract, grant or capital improvement fund is used on transaction</i></p>

OPTIONAL

Program XXXXX	Cost Code 1 XXXXXXXXXX	Cost Code 2 XXXXXXXXXX	Cost Code 3 XXXXXXXXXX
<p>WHY are we spending the funds?</p> <ul style="list-style-type: none"> Common Shared with external depts/MOUs MOU/dept-defined <p><i>Not required, use if needed</i></p>	<p>WHY are we spending the funds?</p> <p>Working with MOU Financial Leads, who can develop their own cost codes as needed</p> <p><i>Not required, use if needed</i></p>		