

Department ID / Request & Maintenance Form

CHECK ONE:

- Add Department ID
- DEACTIVATE Department ID
- Change Responsible Employee/Dept ID Name
- Existing Department ID No. \_\_\_\_\_

<u>Routing</u>	
IF:	
Local or	Budget Office, MS 1235
Appropriated	Retain a copy for your records.

For new Dept Ids, Please complete the following information: \_\_\_\_\_

First 3 digits of Department Code \_\_\_\_\_ Local  Appropriated

Title/Project Title of Department ID (30 characters or less): \_\_\_\_\_

Source of funding support for this activity: \_\_\_\_\_

Briefly describe the purpose of this Department ID \_\_\_\_\_

Appropriated Department ID : Please select the budget categories that may be used for this Dept ID:

- Regular Salary                       Irregular Salary                       Student Salary                       Benefits
- Operating Expense                       Travel                       Capital

Local : Please estimate the annual budget for each category that may be used for this Dept ID:

- \$ \_\_\_\_\_ Student Fee Revenue (310000)                      \$ \_\_\_\_\_ Private Gifts Revenue (320000)
- \$ \_\_\_\_\_ Aux Enterprise Revenue (330000)                      \$ \_\_\_\_\_ Other Revenue (340000)
- \$ \_\_\_\_\_ Regular Salary Expense (410000)                      \$ \_\_\_\_\_ Irregular Salary Expense (411000)
- \$ \_\_\_\_\_ Student Salary Expense (412000)                      \$ \_\_\_\_\_ Benefits Expense (420000)
- \$ \_\_\_\_\_ Operating Expense (500000)                      \$ \_\_\_\_\_ Travel Expense (530000)
- \$ \_\_\_\_\_ Capital Expense (600000)

In order to process travel/employee reimbursements, enter 2 authorized approvers below:

\_\_\_\_\_

Manager: Person responsible for this Dept ID as shown in People Soft (PRINT) \_\_\_\_\_

\_\_\_\_\_

Email Address ( to notify of completion) \_\_\_\_\_ Telephone Ext. \_\_\_\_\_

Department Name : \_\_\_\_\_ Name of Dept Head (print): \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_

Signature of department head binds an adequate amount of unrestricted or appropriated departmental funds to cover any over-expenditures due to the use of this Dept. ID.

Deficits may be applied against this Dept. ID \* : \_\_\_\_\_

\* IMPORTANT NOTE: IF YOU REQUESTED AN APPROPRIATED DEPT. ID TO BE SET UP, THE DEFICIT BACKUP DEPT. ID MUST BE AN APPROPRIATED DEPT. ID AS WELL.

**NEW Department ID's only**, please use the definitions below to select the appropriate program code. Include pages 2 & 3 when submitting form to the Budget Office.

PROGRAM CODE CATEGORY	SUBCATEGORY
_ Instruction - 01	<p><input checked="" type="checkbox"/> <b>Please check all that apply.</b>  <i>Note: If more than one Program Code Category has a Subcategory checked, please contact Suzy White (426-2543) for guidance.</i></p> <p><input type="checkbox"/> <b>General Academic Instruction</b></p> <p><input type="checkbox"/> <b>Departmental Research:</b> All research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research is not considered as a major function, but as a part of the instruction function of the institution.  * Not sponsored  * Activities (research, development &amp; scholarly) that are not separately budgeted and accounted for  * No defined research outcome(s)</p> <p><input type="checkbox"/> <b>Sponsored Instruction:</b> The teaching and training activities of an institution established by grant, contract, or cooperative agreement. These activities may be offered for credits toward a degree or certificate or on a noncredit basis, and may be offered through regular academic departments or through separate divisions, such as summer school or extension. (Research training is not included; it is included under Research.)</p> <p>“Instruction” is the proper code when the primary purpose of the project involves training, curriculum development, instruction, demonstration, or efforts to improve pedagogical methods. Instructional projects may include some elements of research, particularly if new techniques of instruction or curriculum content are being developed. This does not change the definition of the project to “research.”</p> <p><i>Do not include departmental/academic administration:  See Academic Service/Support – 11</i></p>
_ Research - 04	<p><b>Organized research means all research and development activities of an institution that are separately budgeted and accounted for. It includes Sponsored Research and University Research:</b></p> <p><input type="checkbox"/> <b>Sponsored Research:</b> All research and development activities are sponsored by Federal and non Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.</p> <p><input type="checkbox"/> <b>University Research:</b> All research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.</p> <p><input type="checkbox"/> <b>Institutes and research centers</b></p> <p><input type="checkbox"/> <b>Internal awards separately accounted for with research outcome(s)</b></p>

## Program Code Determination Checklist

<b>_ Public Service - 06</b>	<input type="checkbox"/> <b>Community service</b> <input type="checkbox"/> <b>Cooperative extension</b> <input type="checkbox"/> <b>Public broadcasting service</b>  <input type="checkbox"/> <b>Other Sponsored Activities (OSA):</b> “Other Sponsored Activities” are programs and projects sponsored by federal and non-federal agencies which involve the performance of work other than instruction and organized research. Examples include health service projects, community service programs, service and technical assistance projects, such as student assistance to corporations and government, and conferences. This category also includes sponsor-designed testing, clinical trials, evaluations, non-credit community education.
<b>Libraries – 07</b>	<input type="checkbox"/>
<b>_ Student Services - 08</b>	<input type="checkbox"/> <b>Student services administration</b> <input type="checkbox"/> <b>Social and cultural development</b> <input type="checkbox"/> <b>Counseling and career guidance</b> <input type="checkbox"/> <b>Financial aid administration</b> <input type="checkbox"/> <b>Student admissions</b> <input type="checkbox"/> <b>Student records</b> <input type="checkbox"/> <b>Student health services</b>
<b>_ Operation and Maintenance of Plant - 09</b>	<input type="checkbox"/> <b>Physical plant administration</b> <input type="checkbox"/> <b>Building maintenance</b> <input type="checkbox"/> <b>Custodial services</b> <input type="checkbox"/> <b>Utilities</b> <input type="checkbox"/> <b>Landscaper and grounds</b> <input type="checkbox"/> <b>Major repairs and renovations</b>
<b>_ Institutional Support - 10</b>	<input type="checkbox"/> <b>Executive management</b> <input type="checkbox"/> <b>Fiscal operations</b> <input type="checkbox"/> <b>General administrative and logistical services</b> <input type="checkbox"/> <b>Administrative computing services</b> <input type="checkbox"/> <b>Public relations/development</b> <input type="checkbox"/> <b>Sponsored projects administration</b>
<b>_ Academic Service/Support - 11</b>	<input type="checkbox"/> <b>Museums and galleries</b> <input type="checkbox"/> <b>Educational media services</b> <input type="checkbox"/> <b>Academic computing services</b> <input type="checkbox"/> <b>Ancillary support</b> <input type="checkbox"/> <b>Academic administration</b> <input type="checkbox"/> <b>Academic personnel development</b> <input type="checkbox"/> <b>Course and curriculum development</b>
<b>_ Auxiliary Enterprises - 12</b>	<input type="checkbox"/> <b>Provides goods and services for a fee to students, faculty, and staff</b> <input type="checkbox"/> <b>Intercollegiate athletics</b>
<b>_ Scholarships - 13</b>	<input type="checkbox"/>

**For Administrative Accounting use only:**

Entered by \_\_\_\_\_ Date \_\_\_\_\_