

University of Wyoming

FY2021

Budget User Guide

Budget Office – Updated  
11-1-2019



### *FY2021 Budget Development Timeline*

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**Purpose:**

To outline the timeline for developing FY2021 budgets. Please contact the Budget & Planning Office with any questions.

- November 1<sup>st</sup> – Budget Instructions posted on the Budget Office website including all templates for loading budgets.
- November 15<sup>th</sup> – Initial revenue projections posted on the Budget Office website.
- November 21<sup>st</sup> - WyoCloud Planning & Budgeting (WyoCloud Planning) module released/opened.
- January 6<sup>th</sup> - Position detail spreadsheets will be sent out using December 2019 payroll data.
- March 6<sup>th</sup> 5:00pm **All FY2021 budgets** due to the Budget Office
- March 7<sup>th</sup> -10<sup>th</sup> Budget Office review
- March 11<sup>th</sup> -April 10<sup>th</sup> **Division/College budget review sessions with President, VPs, and Deans**
- March 25-27<sup>th</sup> - **Board of Trustee’s meeting (Review any major changes in the State appropriated budget that will impact the preparation of the FY2021 UW Budget)**
- April 10-13<sup>th</sup> President's review
- April 15<sup>th</sup> FY21 Budget materials are due to the BOT
- May 11-12<sup>th</sup> **Division & College budget hearings with Board of Trustees Budget Committee**
- May 13-15<sup>th</sup> **Budget Committee update on FY2021 budget to the full Board of Trustees**
- May 18- June 5<sup>th</sup> Budget Committee follow-ups and call backs as needed
- June 10<sup>th</sup> **Board of Trustee’s conference call**
- June 30<sup>th</sup> Data migration to Final BOT approved version in WyoCloud Planning & FY2021 Budgetary Control in WyoCloud Financial Management

# WyoCloud Planning and Budgeting

## CHART OF ACCOUNTS USER GUIDE FOR BUDGETING

The Chart of Accounts is the language of any accounting system. The University of Wyoming's Chart of Accounts structure has nine segments described below.

### ENTITY

An Entity is a subset of the University reporting unit that either is a separate legal entity, a separately funded state agency or is required to issue its own financial statements. The University of Wyoming is the overall "Business Unit" and all of the entity segments will roll up to that value to create our annual financial statement.

- University of Wyoming Summary
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- UW Medical Education Summary
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- Enhanced Oil Recovery Summary
  - 31 Enhanced Oil recovery Institute

## FUND CLASS

The Fund Class is the high level classification of the source of funds for a transaction. There are 5 Fund Class categories with detailed values under each. The general category descriptions are:

<b>Unrestricted (105 &amp; 110)</b>	All other funds not defined below which may be used for general operations of the University. (i.e. tuition, state appropriation, and sales and services).
<b>Designated (200, 205, 250 &amp; 255)</b>	Resources received by the University that have no limitations or stipulations placed on them by external agencies or donors but are internally restricted by the university for a specific purpose. (i.e. indirect cost recovery, fees).
<b>Restricted Expendable (300, 305, 310, 350, 355, 360, 400 &amp; 450)</b>	These assets may be fully expended but only for specific purposes identified by the donor or external entity providing the funds.
<b>Restricted Nonexpendable (500 &amp; 501)</b>	Endowment and similar type funds in which donors or other third parties have stipulated, as a condition of the gift, that the principal be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.
<b>Plant Funds (700, 701, 702, 703, 704, 720, 750 &amp; 770)</b>	These represent the university's net investment in campus facilities, equipment, and infrastructure, net of outstanding debt obligations related to these capital assets.
<b>Agency Funds (900)</b>	These are funds held at the university on behalf of another entity for which UW has custodial responsibility. They are not used for university operations and show the movement of assets and liabilities.

<b>Natural Account</b>	<b>Description</b>	<b>Revenue/Expenditure Roll up as Presented in the Budget</b>
	<b>Operating Revenue</b>	
40001	Tuition Undergraduate Resident	Tuition & Educational Fees
40002	Tuition Undergraduate Non resident	Tuition & Educational Fees
40005	Tuition Undergraduate Resident Distance	Tuition & Educational Fees
40006	Tuition Undergraduate Non Resident Distance	Tuition & Educational Fees
40101	Tuition Graduate Resident	Tuition & Educational Fees
40102	Tuition Graduate Non resident	Tuition & Educational Fees
40105	Tuition Graduate Resident Distance	Tuition & Educational Fees
40106	Tuition Graduate Non resident Distance	Tuition & Educational Fees
40151	Tuition Professional Business Resident	Tuition & Educational Fees
40152	Tuition Professional Business Non Resident	Tuition & Educational Fees
40153	Tuition Professional Law Resident	Tuition & Educational Fees
40154	Tuition Professional Law Non Resident	Tuition & Educational Fees
40155	Tuition Professional Health Sciences Resident	Tuition & Educational Fees
40156	Tuition Professional Health Sciences Non Resident	Tuition & Educational Fees
40157	Tuition Professional Distance Resident	Tuition & Educational Fees
40158	Tuition Professional Distance Non Resident	Tuition & Educational Fees
40201	Tuition Resident Conversion	Tuition & Educational Fees
40202	Tuition NonResident Conversion	Tuition & Educational Fees
40203	Tuition Conversion	Tuition & Educational Fees
40204	Tuition Pre College	Tuition & Educational Fees
40205	Tuition Study Abroad	Tuition & Educational Fees
40206	Tuition Other	Tuition & Educational Fees
	<b>Student Financial Aid</b>	
40301	Tuition Waivers	Tuition & Educational Fees
40302	Financial Aid Undergraduate	Tuition & Educational Fees
40303	Financial Aid Graduate	Tuition & Educational Fees
40304	Financial Aid Professional	Tuition & Educational Fees
40305	Financial Aid Other	Tuition & Educational Fees
40306	Financial Aid Room & Board	Tuition & Educational Fees
	<b>Educational Mandatory Fees</b>	
40401	Program Fees	Tuition & Educational Fees
40402	Student Services Fee	Tuition & Educational Fees
40403	Union Bond Fee	Tuition & Educational Fees
	<b>Educational Non Mandatory Fees</b>	
40501	Application Fees	Tuition & Educational Fees
40502	Practicum Fee Revenue	Tuition & Educational Fees
40503	Lab Fees	Tuition & Educational Fees
40504	Course Fees	Tuition & Educational Fees
40505	Majors Fee	Tuition & Educational Fees
40506	Orientation Fee	Tuition & Educational Fees
40513	Miscellaneous Fee	Tuition & Educational Fees
	<b>Fee Waiver</b>	
40601	Fee Waiver	Tuition & Educational Fees
	<b>Sales of Goods &amp; Services</b>	
	<b>Room &amp; Board and Other Auxiliary Services Net</b>	
41001	Textbook Sales Rev	Sales of Goods and Services

41002	Merchandise Sales Rev	Sales of Goods and Services
41003	Gift Card Sales	Sales of Goods and Services
41004	Copy & Print Revenue	Sales of Goods and Services
41005	Postal Revenue	Sales of Goods and Services
41006	Parking Fees Permit	Sales of Goods and Services
41007	Parking Fees Meters	Sales of Goods and Services
41008	Parking Fees Violations	Sales of Goods and Services
41009	Rental Revenue	Sales of Goods and Services
41010	Clinic Income Revenue	Sales of Goods and Services
41011	Camp Fee Revenue	Sales of Goods and Services
41012	Ticket Sales Revenue	Sales of Goods and Services
41013	Tournament Revenue	Sales of Goods and Services
41014	Game Guarantee Revenue	Sales of Goods and Services
41015	Broadcast Rights Revenue	Sales of Goods and Services
41016	NCAA/Conference Distributions Revenue	Sales of Goods and Services
41017	Housing Revenue	Sales of Goods and Services
41018	Obsolete Housing Apartment	Sales of Goods and Services
41019	Food Service Meal Plan	Sales of Goods and Services
41020	Food Service Sales Catering Concessions	Sales of Goods and Services
41021	Food Service Alcohol	Sales of Goods and Services
41022	Advertising Sales/Sponsorship Revenue	Sales of Goods and Services
41023	Easement Revenue	Sales of Goods and Services
	<b>Other Sales of Goods &amp; Services</b>	
41501	Transcript Fee Revenue	Sales of Goods and Services
41502	Student ID Replace Fee Revenue	Sales of Goods and Services
41503	Membership & Dues Revenue	Sales of Goods and Services
41504	Conference & Seminar Revenue	Sales of Goods and Services
41505	Publications Sales Revenue	Sales of Goods and Services
41506	Trademark & Licensing Revenue	Sales of Goods and Services
41507	Professional & Tech Services Revenue	Sales of Goods and Services
41508	School Overhead Distribution	Sales of Goods and Services
41509	Other Overhead Distribution	Sales of Goods and Services
41510	Utility Sales Revenue	Sales of Goods and Services
41511	Lost or Damaged Book Revenue	Sales of Goods and Services
41512	General Sales of Merchandise Educational	Sales of Goods and Services
41513	General Sales of Services Educational	Sales of Goods and Services
42001	Disc & Allow Sales Good/Svcs	Sales of Goods and Services
	<b>Cost of Goods Sold</b>	
42101	Cost of Goods Sold	Sales of Goods and Services
	<b>Grants &amp; Contracts (Sponsored Programs and Budget Office Only)</b>	
43501	Federal Appropriations	Grants & Contracts
43801	Federal Government Awards	Grants & Contracts
43802	State Government Awards	Grants & Contracts
43803	Other Government Awards	Grants & Contracts
43811	Private Sponsors	Grants & Contracts
43812	InKind Contribution Revenue	Grants & Contracts
	<b>Facilities &amp; Administrative Cost Recovery (UW Central Accounting and Budget Office Only)</b>	
43901	F&A Cost Recovery Federal Research	Grants & Contracts
43902	F&A Cost Recovery Other Government Research	Grants & Contracts

43903	F&A Cost Recovery Non government Research	Grants & Contracts
43904	F&A Cost Recovery Federal Non research	Grants & Contracts
43905	F&A Cost Recovery Other Government Non research	Grants & Contracts
43906	F&A Cost Recovery Non government Non research	Grants & Contracts
43999	F&A Cost Recovery Distribution	Grants & Contracts
	<b>Student Loans Revenue</b>	
44001	Interest on Student Loans	Other Operating Revenue
44002	Loan Late Charges	Other Operating Revenue
44003	Perkins Interest Earned on Fed	Other Operating Revenue
44004	Perkins Interest Earned on Loans	Other Operating Revenue
	<b>Other Revenues</b>	
44101	Miscellaneous Revenue	Other Operating Revenue
44102	Mineral Royalty Revenue	Other Operating Revenue
	<b>Non-Operating Revenues (UW Central Accounting Office Only)</b>	
50001	Capital Assets Gain/Loss	Non Operating Revenues
50006	Institutional Advances	Non Operating Revenues
50007	Cancellation Reimbursement	Non Operating Revenues
50008	Allowance Decreases	Non Operating Revenues
50009	Collection Costs Collected	Non Operating Revenues
50010	Debt Retirement	Non Operating Revenues
50011	Issuance of Bonds Proceeds	Non Operating Revenues
50013	Arbitrage Transfer Revenue	Non Operating Revenues
50014	Endowment Realized Investment Income	Non Operating Revenues
50015	Central Services Overhead Distribution	Non Operating Revenues
	<b>State Appropriations (UW Central Accounting and Budget Office Only)</b>	
51001	State Appropriations	Appropriations
51002	Other State Revenue	Appropriations
51501	Local Appropriations	Appropriations
	<b>Gifts</b>	
53001	Gifts	Gifts
53002	Foundation Transfers	Gifts
53003	Gifts - (Wyoming Public Media & Cowboy Joe only)	Gifts
	<b>Investments (UW Central Accounting Office Only)</b>	
55003	Interest on Investments	Investment Income
55101	Realized Gain Loss	Investment Income
55201	Unrealized Gain Loss	Investment Income
56001	Interest on Loans	Other Non Operating Revenue
56002	Other Non Operating Revenues	Other Non Operating Revenue
56003	Indirect Cost Recovery Revenue	Other Non Operating Revenue
	<b>Personnel Services</b>	
	<b>All salary and wage compensation for University Officers and employees, whether permanent or temporary, whether on an annual, hourly, or day wage; institutional incentive pay, and employee benefit programs in which the University participates on a percentage of employee earnings basis.</b>	
	<b>Salaries and Wages</b>	
60001	Faculty Salary Expense FT	Salaries, Wages and Benefits
60101	Staff Salary Expense FT	Salaries, Wages and Benefits

60201	Other Salary Expense FT	Salaries, Wages and Benefits
60202	Full Time Salary CONVERSION	Salaries, Wages and Benefits
60301	Faculty Salary Expense PT	Salaries, Wages and Benefits
60401	Staff Salary Expense PT	Salaries, Wages and Benefits
60501	Other Salary Expense PT	Salaries, Wages and Benefits
60502	Part Time Salary CONVERSION	Salaries, Wages and Benefits
60551	Graduate Assistant Wages Expense	Salaries, Wages and Benefits
60601	Stipend Pay Expense	Salaries, Wages and Benefits
60602	Overtime & Comp Pay	Salaries, Wages and Benefits
60603	Other Supplemental Pay	Salaries, Wages and Benefits
	<b>Benefits</b>	
60801	Retirement Employer Share	Salaries, Wages and Benefits
60802	Social Security Employer Share	Salaries, Wages and Benefits
60803	Worker's Compensation Employer Share	Salaries, Wages and Benefits
60804	UW Limited Service	Salaries, Wages and Benefits
60805	Insurance Excess Employer Share	Salaries, Wages and Benefits
60806	Health Insurance Employer Share	Salaries, Wages and Benefits
60807	Long Term Disability Employer Share	Salaries, Wages and Benefits
60808	Life Insurance Employer Share	Salaries, Wages and Benefits
60809	Retiree Insurance Subsidy Employer Share	Salaries, Wages and Benefits
60810	Unemployment Insurance Claims	Salaries, Wages and Benefits
60811	Employee Assistance Program Employer Share	Salaries, Wages and Benefits
60812	Supplemental Retirement Annuity Employer Share	Salaries, Wages and Benefits
60813	Other Employee Paid Benefits	Salaries, Wages and Benefits
60814	Benefits Clearing	Salaries, Wages and Benefits
60815	Pension Expense	Salaries, Wages and Benefits
	<b>Effective July 1, 2017, the University of Wyoming moved to a standard fringe benefit rate for all UW employees. The University will utilize the federal rate as set by the US Department of Health and Human Services for all salaries and benefits paid by the University.</b>	
60816	Flat Fringe Rate Employer Share	Salaries, Wages and Benefits
60817	Federal Retirement Employer Share	Salaries, Wages and Benefits
	<b>Professional Services</b>	



	<p><b>Professional service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement. This category includes contracts with independent individuals or firms to perform a service or render an opinion or recommendation. This includes both new contracts and amendments and/or renewals of existing contracts. Purchase Orders, with valid service forms attached, are required for professional services valued \$2,500 or more prior to commencement of services.</b></p> <p><b>- Contracts are required for payments of \$10,000 or more. General Counsel shall review professional service contracts prior to commencement of services.</b></p> <p><b>- Services valued at \$2,500 to \$9,999.99 will require a Statement of Work form and Employee vs Independent Contractor Worksheet attached to the purchase order.</b></p> <p><b>- These forms are not valid substitutes for an invoice.</b></p>	
62001	Professional Services - The amounts expended for court costs (except attorney fees), financial services, actuarial service, economic analysis, inspectors, security and fire protection, architectural or engineering firms, communication and photography services, custodial, landscaping, hazardous waste or management services. Also includes amounts expended for personnel review boards, harassment and related investigations, mediation and other employment issues.	Services, Travel and Supplies
62002	Temporary Services - The amounts expended for temporary staffing agencies.	Services, Travel and Supplies
62003	Legal and Attorney Services - Fees paid for attorneys which provided legal services for the University. Contract not required but a Letter of Engagement signed by an authorized university individual is required.	Services, Travel and Supplies
62004	Insurance Deductible- (UW Central Accounting Office Only)	Services, Travel and Supplies
62005	Insurance Premium - The amounts expended for liability, property, vehicle, fire, or accident insurance and bond premiums. Includes notary bond fees.	Services, Travel and Supplies
62006	Telecom Expense - The amounts expended to analyze, enhance, modify or implement computer systems or telecommunications systems. Includes amounts expended for programming or data processing charges, web hosting and web design. Does not include design or development of major information systems which are classified under 62001 "Professional Services". Contract required.	Services, Travel and Supplies
62007	Subject Participation Expense - Payments to individuals (non-employees) to encourage attendance and participation in sponsored University of Wyoming training and certification programs. These are not costs associated with Sponsored Research Projects - 67500. No contract required. A recipient signed Incentive letter will be required when payment is made. This form can be located in the Accounts Payable Group in WyoWeb.	Services, Travel and Supplies
62008	Visiting Speakers/Faculty Expense - The amounts expended to individuals engaged in or conducting training to meet employee training needs, managerial training, guest speakers, and curriculum.	Services, Travel and Supplies
62009	Research Core Charges Expense -	Services, Travel and Supplies
62010	Real Estate Management - The amount expended for property management services.	Services, Travel and Supplies
62011	Catering Expense - The amount expended for catered events, including amounts expended for food and beverage, space rental, and linens.	Services, Travel and Supplies
62012	Animal Care - The amounts expended for veterinary care including boarding.	Services, Travel and Supplies
62013	Other Services - The amount expended for laundry, mailing, or moving services.	Services, Travel and Supplies
62014	Royalty Expense - A payment made for the use of property, such as a patent, copyrighted work, artwork, or franchise. Contract required.	Services, Travel and Supplies

62015	Medical Services - The amounts expended for any medical costs relating to or concerned with physicians or the practice of medicine. Includes hospital costs, orthopedic, laboratory and lab analysis, and charges for services performed by doctors, dentists, orthodontics, optometrists, pediatricians, etc. Contract not required on standard medical services	Services, Travel and Supplies
63001	Travel Domestic Expense - The amounts expended for airfare, lodging, parking, and other miscellaneous travel expenses related to travel on official, domestic University Business.	Services, Travel and Supplies
63002	Travel Foreign Expense - The amounts expended for airfare, lodging, parking, and other miscellaneous travel expenses related to travel on official, foreign University Business.	Services, Travel and Supplies
63003	Hosting Expense - The amounts expended on meals or entertainment that were provided current or potential customers or clients.	Services, Travel and Supplies
63004	Moving Expense - The amounts expended for relocating an employee, including truck rental, supplies, etc.	Services, Travel and Supplies
63101	Non Employee Transportation- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.	Services, Travel and Supplies
63102	Non Employee Lodging- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.	Services, Travel and Supplies
63103	Non Employee Meals- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.	Services, Travel and Supplies
63104	Non Employee Other Travel- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.	Services, Travel and Supplies
64001	Lab Supplies - Research and lab supplies including oxygen and other gases used in laboratory, equipment under \$2,500.00.	Services, Travel and Supplies
64002	Office Supplies - Those supplies that are normally used in the operation of an office and are primarily considered expendable in nature, e.g., copy machine paper, envelopes, toner, typewriter cartridges, calculator ribbons, staplers, tape dispensers, microfilming supplies, cassette tapes under \$2,500.00, etc.	Services, Travel and Supplies
64003	Medical Supplies - Includes dental, physical therapy, surgical supplies, drugs, medicines, oxygen and other gases.	Services, Travel and Supplies
64004	Animal, Livestock, and Farm Supplies - The amounts expended on seed, fertilizer, weed spray, insecticides, fuel/diesel fuel. Also includes amounts spent on feed, drugs and darts used on animals.	Services, Travel and Supplies
64005	Non Capital Equipment-Computer Expense - Non-capitalized - \$2,500 - \$4,999.99. Computer equipment tracked via Fixed Assets but not capitalized. Examples include, fax machines, concentrator hubs, UPSs, research computer.	Services, Travel and Supplies
64006	Non Capital Equipment-Other Expense - Non-capitalized - \$2,500 - \$4,999.99. Office equipment and/or furniture that needs to be tracked via Fixed Assets but not capitalized.	Services, Travel and Supplies
64007	Books, Subscriptions, and Media Expense - The amounts expended for books, newspapers, subscriptions to magazines, periodicals, reference materials and services providing informational reports. Includes subscriptions to on-line computer informational services and the purchase of databases.	Services, Travel and Supplies
64008	Computer Software and License Expense - noncapital (under \$1,500)	Services, Travel and Supplies
64009	Computer Hardware - noncapital (under \$1,500)	Services, Travel and Supplies
64010	Food & Beverage Resale - The amounts expended for food and beverages that will be used for resale (i.e. vending supplies, food services).	Services, Travel and Supplies
64011	Postage, Freight, and Shipping Expense - The amounts expended for postage and loading postage meters and bulk mail services provided by UW Postal. Does not include rent for postage meter machines and/or mailing machines. Outgoing shipping charges. This will include courier service charges, motor freight, air freight and other express charges. United Parcel Service or similar companies' charges are to be considered freight charges. Note: Freight charges on pieces of equipment received should be considered as part of the cost of the equipment and charged to an equipment code. Freight or shipping charges added to an invoice payable to a commodity vendor is a cost of the goods purchased and must be included in the same account code as the commodity purchased.	Services, Travel and Supplies
64012	Other Supplies - Includes items purchased for ornamental purposes, landscaping, small tools and parts, safety and safety supplies.	Services, Travel and Supplies

64013	Clothing and Other Apparel - The cost of clothes or uniforms purchased. Includes footwear and gloves. If charges include embroidering cost, code to 66052, "Printing and Copying Expense".	Services, Travel and Supplies
64014	Custodial, Housekeeping and Janitorial - Includes expendable items purchased for cleaning, laundering, detergents, disinfectants, light bulbs, mops, waxes, garbage cans, trash bags, etc. This does not cover cleaning services - use 62001.	Services, Travel and Supplies
64015	Food & Beverage Non Resale - The amounts expended for food purchased as part of lab supplies. (i.e. food purchased for cooking and nutrition class. Food being purchased for entertainment and meetings should be covered under Catering Expense 62011).	Services, Travel and Supplies
64016	Earned Discounts - Supplier discounts earned.	Services, Travel and Supplies
64017	Merchandise Resale - Amounts expended for the purchase of goods that will be used for resale (i.e. merchandise for the University Store).	Services, Travel and Supplies
64501	Natural Gas - Solid, gas, or liquid fuels for cooking, heating, or power purposes.	Utilities, Repair and Maintenance and Rentals
64502	Electric - The amount expended for electricity.	Utilities, Repair and Maintenance and Rentals
64503	Water - Purchase or cost of providing water for human and animal consumption. Rental of water equipment for human consumption is coded to 65502.	Utilities, Repair and Maintenance and Rentals
64504	Other Utilities Expense - The amounts expended for sewer, sanitation, telephone, television and music services.	Utilities, Repair and Maintenance and Rentals
65001	Real Property Repairs and Maintenance Supplies - The amounts expended for supplies used to repair and upkeep real property; including window coverings, minor additions, signs, keys, locks, fencing, landscaping, painting, heating, plumbing and electrical. (Except capital outlay appropriations).	Utilities, Repair and Maintenance and Rentals
65002	Equipment Repairs and Maintenance Supplies - The amounts expended for supplies used to repair and upkeep equipment; including ice machines, sterilizers, water conditioners, data processors, food service equipment, repairs to autos, etc.	Utilities, Repair and Maintenance and Rentals
65251	Real Property Repairs and Maintenance Services - The amounts paid for labor and services to repair and upkeep real property, reportable on Form 1099-MISC. If you are purchasing materials only, use 65001.	Utilities, Repair and Maintenance and Rentals
65252	Equipment Repairs and Maintenance Service - The amounts paid for labor and services to repair and upkeep equipment, reportable on Form 1099-MISC. If you are purchasing materials only, use 65002.	Utilities, Repair and Maintenance and Rentals
65501	Building/Facilities Rental - The amounts expended for the rental lease, possession and use of property owned by others.	Utilities, Repair and Maintenance and Rentals
65502	Equipment Rental - Rentals and leases of office furniture and equipment. Includes rental of water equipment for human consumption. Includes postage meter machines and/or mailing machines. Includes renting or leasing printing, reproduction or photographic equipment. Includes lease portion of copier rentals. Includes charges for copy machine maintenance agreements and necessary copy supplies (excluding paper costs). Does not include service and maintenance portion of copier rentals when listed separately, which is coded to 66518, "Maintenance Agreements".	Utilities, Repair and Maintenance and Rentals
65503	Lease Expense - For non-equipment items.	Utilities, Repair and Maintenance and Rentals
65504	Easement - Includes payments to landowners for the use or access of their land.	Utilities, Repair and Maintenance and Rentals
65751	Interest Expense - The amount of interest paid under the terms of the contract or state law.	Interest, claims, other expenses, subcontracts, depreciation and amortization
65752	Other Interest Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization

66001	Claims and Judgments - An award for harm caused by the university to a claimant's capital assets. A payment by the university is intended to make the claimant "whole". Thus, payments to claimants for property damage are not reportable. Also includes making a settlement for property damage claims payable to an organization other than the claimant (ie. Paying the auto repair shop directly for the damages to the claimant's property). Exception: If making payment to an attorney follow the rules for "gross process payments" in account 66003.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66002	Reportable Personal Injury Awards -	Interest, claims, other expenses, subcontracts, depreciation and amortization
66003	Attorney Fees and Gross Process Payments - If paying a settlement amount to an attorney on behalf of the claimant, to an attorney and one or more other person or when the payment is made payable only to an attorney for services performed for others it is a "gross proceeds payment" and reportable on a 1099.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66501	Advertising/Promotional Expense - The cost of radio, television, signs, and billboard advertisements for promotional use. Also, includes job vacancy announcements.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66502	Printing and Copying Expense - The amounts expended for contractual printing, reproduction, duplicating, binding operations and all common processes of duplication performed by commercial printers. Includes printed matter such as publications, books, business cards, letterhead, pamphlets. Included cost of paper and materials if furnished by the printer. Includes promotional products when engraving or embroidering costs are incurred. Contract required. Copies 64002 (Copier Services, FedEx Office, etc.) has a separate expenditure code which isn't considered professional services.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66503	Gain/Loss on Sale of Asset	Interest, claims, other expenses, subcontracts, depreciation and amortization
66504	Prizes/Awards Expense-Monetary/Reportable -Disbursement of cash funds for the payment of awards and prizes to non-university employees for award for contests. Employee prizes go through payroll.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66505	Prizes/Awards Expense-Non-Monetary Non-Reportable - Includes the purchase of awards and prizes to non-university employees. Employee prizes go through payroll.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66506	Unrelated Business Tax Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization
66507	Business Tax Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization
66508	Property Tax Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization
66509	Training/Professional Development - All costs associated with the training, development, and education of an employee, including those materials solely purchased for in-house training (i.e. books, videos, manuals, etc.), webinar charges related to training and education and tuition reimbursements for job-related course work. Does NOT include the amounts expended to individuals engaged in or conducting training - these amounts to individuals are 1099 tax reportable and should be coded under 62009 - "Visiting Speaker/Faculty Expense. "	Interest, claims, other expenses, subcontracts, depreciation and amortization
66510	Guarantees Expense - For Athletic Department use, only.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66511	Bad Debt Expense - The amount of uncollectible accounts receivable.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66512	Miscellaneous Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization
66513	Student Health Insurance Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization

66514	Refund to Grantors - For use by Sponsored Program Office only.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66515	Memberships and Dues - Includes the amounts expended for individual and/or university participation in associations, organizations, conventions that benefit the university and the cost of subscriptions that accompany these memberships. Also, includes an employee's current professional licensing fee that is necessary (i.e. required) to perform his or her CURRENT job or enable the employee to remain current in the job related field. Includes driver license fees, notary commissions/fees, certifications, accreditation and other licenses.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66516	Fines Expense - The amounts expended for fines, penalties or late fees payable under the terms of a contract.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66517	Fuel and Oil Expense	Interest, claims, other expenses, subcontracts, depreciation and amortization
66518	Maintenance Agreements Expense - Includes maintenance agreements for all office machines and equipment including computer systems, computer hardware and software. Includes copy machine maintenance agreements.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66519	Supplier Discounts - For paying bills early, UW receives a discount on the invoiced amount.	Interest, claims, other expenses, subcontracts, depreciation and amortization
66520	Scholarships to Individuals	Interest, claims, other expenses, subcontracts, depreciation and amortization
66521	F&A Cost Expense - Facilities and Administrative Rate (indirect costs) charged against a sponsored grant or project fund.	Interest, claims, other expenses, subcontracts, depreciation and amortization
67001	Research & Development Subcontract less than/equal to 25K	Interest, claims, other expenses, subcontracts, depreciation and amortization
67002	Other Subcontract less than/equal to 25K	Interest, claims, other expenses, subcontracts, depreciation and amortization
67003	Research & Development >25K	Interest, claims, other expenses, subcontracts, depreciation and amortization
67004	Other Subcontract >25K	Interest, claims, other expenses, subcontracts, depreciation and amortization
67501	Participant Travel	Interest, claims, other expenses, subcontracts, depreciation and amortization
67502	Participant Stipend	Interest, claims, other expenses, subcontracts, depreciation and amortization
67503	Participant Subsistence	Interest, claims, other expenses, subcontracts, depreciation and amortization
67504	Participant Other	Interest, claims, other expenses, subcontracts, depreciation and amortization
69001	Depreciation Expense - Record depreciation expense to allocate a portion of the cost of the buildings, machines or equipment it has purchased to the current fiscal year (UW Central Accounting Office)	Interest, claims, other expenses, subcontracts, depreciation and amortization
69002	Amortization Expense - Allocating the cost of an intangible asset over a period of time (UW Central Accounting Office)	Interest, claims, other expenses, subcontracts, depreciation and amortization
	<b>Non-Operating Expenses - Fiscal transactions expenditures, the costs of which are not ultimately borne by or chargeable to the University as a cost of administration or of programs and purposes.</b>	

	<b>Capital Equipment &amp; Lease - Items costing \$5,000.00 and over and with a useful life of more than one year are capitalized equipment.</b>	
70001	Equipment Office Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70002	Equipment Data Processing Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70003	Equipment Vehicles Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70004	Equipment Food Service Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70005	Equipment Laboratory Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70006	Equipment Education Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70007	Equipment Dormitory Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70008	Equipment Farm Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70009	Equipment Shop Expense	Capital Expense, discontinued operations, and other non-operating expenditures
70010	Equipment Law Enforcement Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71301	Capital Lease Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71401	Buildings Academic & Administrative Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71402	Building Service Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71403	Building Residential Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71404	Building Farm Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71405	Building Auxiliary Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71406	Building Non UW Owned Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71407	Buildings CIP Cost Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71601	Land Expense - The cost of property, plant, and equipment includes the purchase price of the asset and all expenditures necessary to prepare the asset for its intended use	Capital Expense, discontinued operations, and other non-operating expenditures
71602	Land Improvements Expense	Capital Expense, discontinued operations, and other non-operating expenditures

71701	Books & Reference Materials Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71702	Works of Art Expense	Capital Expense, discontinued operations, and other non-operating expenditures
71703	Livestock Expense	Capital Expense, discontinued operations, and other non-operating expenditures
72001	Discontinued Operations	Capital Expense, discontinued operations, and other non-operating expenditures
75001	Overpayments	Capital Expense, discontinued operations, and other non-operating expenditures
75002	Other Refunds	Capital Expense, discontinued operations, and other non-operating expenditures
75003	Obsolete Indirect Cost Expense	Capital Expense, discontinued operations, and other non-operating expenditures
75004	Refund Sponsors	Capital Expense, discontinued operations, and other non-operating expenditures
75005	Other Restricted Non Operating Expenses	Capital Expense, discontinued operations, and other non-operating expenditures
75006	Loss on Sale of Investments	Capital Expense, discontinued operations, and other non-operating expenditures
75007	Allowance Increase	Capital Expense, discontinued operations, and other non-operating expenditures
75008	Federal Funds Repaid	Capital Expense, discontinued operations, and other non-operating expenditures
75009	Institutional Funds Repaid	Capital Expense, discontinued operations, and other non-operating expenditures
75010	Debt Retirement Principal	Capital Expense, discontinued operations, and other non-operating expenditures
75011	Debt Retirement Interest	Capital Expense, discontinued operations, and other non-operating expenditures
75012	Debt Retirement Bond Counsel	Capital Expense, discontinued operations, and other non-operating expenditures
75013	Arbitrage Transfer Expense	Capital Expense, discontinued operations, and other non-operating expenditures
75014	Other Non Operating Expenses	Capital Expense, discontinued operations, and other non-operating expenditures
75015	Reversion of Funds	Capital Expense, discontinued operations, and other non-operating expenditures
75016	Loan Cancellations Principal Expense	Capital Expense, discontinued operations, and other non-operating expenditures
75017	Loan Cancellations Interest Expense	Capital Expense, discontinued operations, and other non-operating expenditures

75018	Accrual Conversion	Capital Expense, discontinued operations, and other non-operating expenditures
	<b>Internal Allocations &amp; Sales - Used to record revenues and expenses for goods and services provided by one campus department to other campus departments.</b>	
76001	Internal Service Allocation: Plant Operations - Includes internal charges to and from University Operations related to Plant/Building Charges (i.e., Utilities, Maintenance/Repairs, etc.). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
76002	Internal Service Allocation: Info Tech - Includes internal charges to and from Information Technology for UW IT services (i.e., Telecommunication, Data, Networks parts, etc.). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
76003	Internal Service Allocation: Other - Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
76004	Provost Strategic Initiatives	Internal allocations and sales and funding transfers
76201	Inter Unit/Center Allocations - Inter-Unit Allocations should be used to allocate actual funds from one division to another. Subdivisions are the major operating units of the University (i.e., College of Arts & Science, College of Business, Administration, Research & Economic Development, Student Affairs, Academic Affairs, etc.). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
76401	Intra College Allocations - Intra-Unit Allocations should be used to allocate actual funds from one organization to another within the SAME Subdivision (i.e., Mathematics and A&S Dean's Office are organizations within the College of Arts & Science Division). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
76601	Internal Sales Auxiliaries - Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.). <b>Requires use of FY 21 transfer request template</b>	Internal allocations and sales and funding transfers
77001	Provisions for Facility Renewal	Internal allocations and sales and funding transfers
77002	Provisions for Non facility Renewal	Internal allocations and sales and funding transfers
77003	Transfers To/From Plant Fund Project Related	Internal allocations and sales and funding transfers
77201	Debt Service Principal	Internal allocations and sales and funding transfers
77202	Debt Service Interest	Internal allocations and sales and funding transfers
77401	Non mandatory Transfers To/From Operations Funds	Internal allocations and sales and funding transfers
77402	Transfers To/From Strategic Investment Pool	Internal allocations and sales and funding transfers
77403	Transfers from Previous Years Encumbrances	Internal allocations and sales and funding transfers
77499	Due To / Due From Balancing	Internal allocations and sales and funding transfers



## FUND SOURCE

The Fund Source expands upon the 5 Fund Class categories, specifying the exact nature of the source of funds, e.g. specific reserves, designated funds, endowments, loans, etc.

Designated Funds are resources received by the University that have no limitations or stipulations placed on them by external agencies or donors but are internally restricted by the university for a specific purpose. They roll up to the Unrestricted net assets section in the financial statements, so care must be taken to ensure that they are not legally restricted. A Designated Fund Source is not required for all such earmarked instances, if an organization string and/or program/activity segment can be used.

<b>Unrestricted Operating Total</b>	
<b>Unrestricted Operating Summary</b>	
000001	Unrestricted Operating
000002	Do not use - Accounting office only
	Accounting office only
<b>Unrestricted Operating Reserve Summary</b>	
005001	Unrestricted Operating Reserve
	Fund balance held for unrestricted use - no expenses are to occur w/in this account
005002	Non Capital Equipment Reserve
	Fund balance held for non-capital equipment purchases - no expenses are to occur w/in this account
005003	Fringe Benefit Reserve
	Fund balance held to cover payroll liabilities - no expenses are to occur w/in this account
005004	Transportation Plane Reserve
	Fund balance held for the transportation plane - no expenses are to occur w/in this account
005005	Bond Coverage Reserve
	Fund balance held for bond coverage - no expenses are to occur w/in this account
005006	Legal Reserve
	Fund balance held for legal liabilities - no expenses are to occur w/in this account
<b>Designated Operating Total</b>	
<b>Designated Operating General Summary</b>	
010002	Designated Operating General
	Established to track specific external funding sources and associated expenditures
<b>Remaining accounts are designate for the propose as specified by each title</b>	
010062	Designated Operating Transportation Plane
010069	Designated Operating Agriculture Experiment Station (AES)
010072	Designated Operating Board of Cooperative Educational Services (BOCES)
010077	Designated Operating Cepham Nair
010078	Designated Operating Cooperative Extension Services (CES)
010087	Designated Operating National Center for Atmospheric Research (NCAR)
010093	Designated Operating Project Residuals
010104	Designated Operating Tier 1
010105	Designated Operating Veterans Certification

010107	Designated Operating WWAMI HB85
010108	Designated Operating WWAMI Repayment Fund
010109	Designated Operating WYDENT Repayment Fund
010120	Designated Operating WYDENT Tuition Contract Pmt HB85
<b>Designated Operating Faculty Support Summary</b>	
050001	Designated Operating Faculty Start up
	Maintains faculty startup funds for period of time to track faculty expenditures
050002	Designated Operating Faculty Discretionary
	Maintains faculty discretionary funds
050003	Designated Operating Faculty Development
	Maintains faculty development funds
<b>Designated Operating Funds from Fees Summary</b>	
070001	Designated Operating Funds from Fees
	Revenue collected from fees and associated expenditures
070002	Designated Operating Funds from Course Fees
	Revenue collected from course fees and associated expenditures
070003	Designated Operating Funds from Program Fees
<b>Designated Operating F&amp;A Recovery Summary</b>	
085001	Designated Operating F&A Recovery
	Track Indirect Cost distribution and expenditures
<b>Designated Operating Internal Research Summary</b>	
090001	Designated Operating Internal Research
	Accounting office only
<b>Designated Operating Cost Share Summary</b>	
095001	Designated Operating Cost Share
	Accounting office only

\*\*\*\*\* The remaining funds sources are associated with restricted loans, sponsored programs and the foundation.\*\*\*\*\*

## EXPENSE CLASSIFICATION

This segment tracks the NACUBO-defined functional expense classification. *The expense classification is used to display expenses in the University's annual financial report.* If it is not evident which Expense Classification value to use, please consult with the Accounting Office. If you are entering a non-expense transaction, you will select 001 as the value for this segment.

The Expense Classifications are defined as follows:

001	Default	For <b>NON-EXPENSE</b> transaction.
999	Default	For all expenses, this <b>MUST</b> be changed to one of the expense categories listed below.
100	Instruction	Expenses for all activities that are part of an institution's instruction program. Expense for credit and noncredit courses; academic, vocational and technical instruction; remedial and tutorial instruction; and regular, special and extension sessions.
200	Research	Expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Includes expenses for individual and/or project research as well as that of institutes and research centers.
225	Agriculture Experiment Station	This is a subcategory of Research and applies to the research activities of the Agriculture Experiment Station.
305	Public Service	Expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting and similar non-instructional services to particular sectors of the community.
315	University of Wyoming Extension	This is a subcategory of the Public Service and applies to the activities of the Cooperative Extension Service.
400	Academic Support	Expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes provision of services for libraries, museums and galleries, educational media services, ancillary support, academic administration, academic personnel development and academic support information technology.
500	Student Services	Expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to student's emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program. Includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration and student health service (if not operated as an auxiliary enterprise).
550	Institutional Support	Expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing and transportation services; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.
600	Operations and Maintenance	Expenses for the administration, supervision, operating, maintenance, preservation and protection of the institution's physical plant. Expenses include Janitorial and utility

		services, repairs and ordinary or normal alternations of building, furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.
630	Scholarships and Fellowships	Generally, institutions report most scholarships and fellowships as tuition discounts and allowances. Other student awards that are funded by third parties are agency transactions and do not result in revenue or expenses for the institution. Expenses for scholarships and fellowships in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source. This classification excludes student awards that are made in exchange for services provided to the institution, such as graduate and teaching assistantships and student work-study programs.
650	Depreciation and Amortization	Allocation of the cost of capital assets over the useful life of the asset.
700	Auxiliary Enterprise	An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Expenses relating to the operation of the auxiliary enterprise are coded with this code.
750	Athletics	Expenses for intercollegiate athletics.
850	Capital Projects	Expenses incurred in the construction, renovation or major repair of capital assets.

## ORGANIZATION

Organization refers to the Department or unit (UW Accounting Office, Mathematics department) where the transaction originates. An Organization represents a unit where Human Resources can identify staff, performance reviews can take place, and business is transacted. For complete list, <http://www.uwyo.edu/wyocloud/chart-of-accounts>

## PROGRAM

The program segment pertains to the unique specialization (e.g. Recruitment, International Studies, Help Desk) within the Department, School, etc. Values will be grouped by division/department/unit, but can be used by departments from across campus if applicable. <http://www.uwyo.edu/wyocloud/chart-of-accounts>

Note: Please do not use a program unless your expenditure is tied to that program title. These programs are used for across campus reporting by numerous organizations.

## ACTIVITY

The activity segment provides more opportunity to further differentiate a transaction for departmental or unit reporting purposes. This segment is definable by the department by using the generic values that have been loaded to the system - there are placeholders for Project 1, Project 2, etc. Activity 1, Activity 2, etc. Game 1, Game 2, etc. Exhibit 1, Exhibit 2 – and assigning what that value means to your department. Departments are not able to add their own specific values to the system. <http://www.uwyo.edu/wyocloud/chart-of-accounts>

## FUTURE SEGMENT

In the future, we may have need to add an additional segment value to the Chart of Accounts. To maintain the flexibility to do this, a placeholder for that segment has been built into the system. The value for this segment will always be 0.

## NEW FOR FY 2021 – POSITION PLANNING

For FY 2021 the Budget Office will load all position data into EPBCS. Prior to January 6<sup>th</sup> the budget office will populate the Position detail spreadsheets (Template is posted on the [Budget Office](#) website) using December payroll data. The Position detail spreadsheets will be distributed to business managers to do the following:

1. Review existing positions
2. Enter anticipated pay adjustments (Salary adjustments and Supplemental Pay)
3. Populate to be hired and part-time positions
4. Review total Compensation

The budget office will schedule a meeting to review returned position detail spreadsheets prior to loading into the budgeting system.

Fringe benefits will be automatically calculated as salary information is loaded into the position detail spreadsheets. At this time the budget office does not anticipate an increase in the standard fringe benefit rates from FY2020 levels; however, this amount may be adjusted based on final actual expenses experienced in FY 2019.

## NEW FOR FY 2021 – INTERNAL ALLOCATIONS AND SALES

For FY 2021 the Budget Office will load all Internal Allocations & Sales data into EPBCS using an excel template (Template is posted on the [Budget Office](#) website). The Budget Office in coordination with the Subdivisions that receive revenue through Internal Allocations & Sales will schedule meetings in December with appropriate Division level personnel to review FY 2019 actuals and review any anticipated adjustments.

The Budget Office will provide additional guidance for budgeting for the purchase of capital assets in a separate Budget Office Procedure. Attached is the recently approved Standard Administrative Policy on University Capital Equipment and Depreciation of Capital Assets Policy

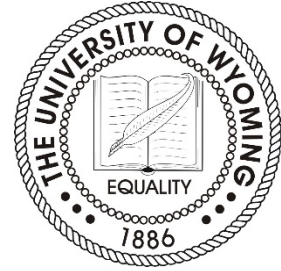
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** University's Operating Budget

**Number:** UW Regulation 7-1

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### I. PURPOSE

To establish a process for approval of the University's Operating Budget and administration of Division budgets within the Operating Budget.

### II. DEFINITIONS

**Administrative Officer:** For purposes of this Regulation, includes the President, the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Information Technology, the Vice President for Institutional Advancement, the Vice President for Research and Economic Development, the Vice President for Student Affairs, the Director of Intercollegiate Athletics, the General Counsel, the Dean of the College of Agriculture and Natural Resources, the Dean of the College of Arts and Sciences, the Dean of the College of Business, the Dean of the College of Education, the Dean of the College of Engineering and Applied Sciences, the Dean of the College of Health Sciences, the Dean of the College of Law, the Dean of the Honors College, the Dean of the University Libraries, the Dean of the Haub School of Environment and Natural Resources, the Executive Directive of the School of Energy Resources, and any other director of a Unit at the discretion of the Chair of the Budget Committee of the Board of Trustees.

**Division:** Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

**Expenditure Classification:** Includes the following:

- (1) salaries, wages, and benefits;
- (2) services, travel, and supplies;
- (3) utilities, repairs and maintenance, and rentals;
- (4) interest, claims, other expenses, subcontracts, depreciation and amortization; (5) capital expense, discontinued operations, and other non-operating expenditures; and
- (6) internal allocations and sales, and funding transfers.

**Fiscal Year:** July 1-June 30.

**Operating Budget:** The general operating budget of the University including (1) Unrestricted Operating Funds (i.e., block grant appropriations, tuition and fees, self-generated funds); (2) Designated Operating Funds (i.e., line-item or special state appropriations, designated fee revenue); (3) Restricted Expendable Operating Funds (i.e., Restricted Expendable Contribution, Restricted True Endowment Spendable, and Restricted Quasi Endowment Spendable funds); (4) Restricted Expendable Non-Operating Funds (i.e., Restricted Invested Like an Endowment ‘Quasi’ Corpus, Restricted Loan Funds, and Restricted Expendable Capital Contribution funds); (5) Restricted Grants Funds (i.e., includes all restricted externally sponsored projects); and (6) Restricted Government Funds (i.e., consists of various government loan funds including Perkins, Nursing, Pharmacy, BRAND, etc.). The Operating Budget shall include all sources of revenue, of whatever nature, all expenditures, and all cash & cash equivalent funds or reserves.

**Unit (Organization):** The academic, administrative, and auxiliary operating units of the University (i.e., College of Business Dean’s Office, Department of Mathematics, Dean of Student’s Office, Transit & Parking).

### III. POLICY

- A. The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit his or her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University’s Board of Trustees. No more than sixty (60) days prior to the beginning of each fiscal year, the Budget Committee of the Board of Trustees shall hold hearings where each of the University’s Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.
- B. Until final approval of the Operating Budget by the Board, no expenditures chargeable to the budget for the next fiscal year shall be made.
- C. After Board approval of the Operating Budget, the President of the University may authorize an unbudgeted transfer between Units (Organizations) within a Division, between Divisions, between Expenditure Classifications, or between a Unit (Organization) or Division’s Operating Budget and the Unit (Organization) or Division’s reserves, an amount not to exceed ten percent (10.0%) of the respective Unit (Organization) or Division’s Total Expenses budget or \$100,000.00, whichever is less, per single transfer. Prior Board approval is required for any transfer that aggregates a fiscal year cumulative amount of fifteen percent (15.0%) of the respective Unit (Organization) or Division’s Total Expenses budget or \$200,000.00, whichever is less. All other transfers of any nature require prior Board approval.

#### **IV. QUARTERLY REPORT**

The President shall provide a quarterly written report to the Budget Committee of the Board of Trustees identifying each transfer or authorization made pursuant to Paragraph III(C).

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**Responsible Division/Unit:** Office of the President and the Division of Administration

**Source:** Wyoming Statutes 21-17-203 and 21-17-204.

**Link:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None.

**History:** Adopted 5/10/2017 Board of Trustees meeting  
Renumbered 7/1/2018: formerly UW Regulation 1-103, now UW Regulation 7-1  
Revisions adopted 9/14/2018 Board of Trustees meeting



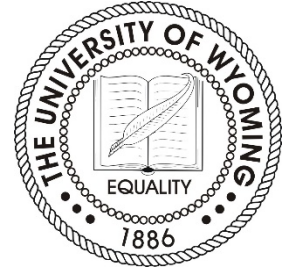
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Division and College Fiscal Year End Carry Forward Policy

**Number:** UW Regulation 7-10

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### I. PURPOSE

Pursuant to Wyoming law, the Board has exclusive control over all funds of and appropriated to the University of Wyoming. This Regulation sets forth the policy and process for Divisions and Colleges within Agency 067 – University of Wyoming to fund and maintain modest unrestricted operating reserves.

### II. DEFINITIONS

**Total Operating Expenses:** The combined total actual expenses for the following fund classes for one fiscal year: (1) Unrestricted Operating; (2) Designated Operating; (3) Restricted Expendable Operating; (4) Sponsored Projects Restricted; and (5) Government Funds Non Project.

### III. PRIMARY USES FOR RESERVES

The purpose of maintaining modest unrestricted operating reserves at the Division and College level is to ensure the financial health and stability of the University, and to provide an additional measurement of the fiscal condition of the University. Generally, there are three primary uses for reserves:

- A. To provide support in the event of a sudden shortfall in revenue (e.g., unforeseen drop in enrollment or a reduction in state appropriation);
- B. To cover unanticipated expenditures (e.g., unanticipated increases in utility costs, deferred maintenance item that requires immediate attention, legal fees, faculty start-ups, minor upgrades or renovations of classrooms and labs, etc.);
- C. To fund unexpected opportunities and provide for extraordinary, one-time investments.

Reserves should not be utilized to backfill expected shortfalls in revenue unless a plan exists to either increase the respective revenue stream or reduce related expenses. The use of reserves is appropriate to assist with timing issues, but should not be relied upon for the support of on-going expenditures. The reserves also provide operational flexibility to allow for strategic-related risks and to respond to changes within the environment. Through these

reserves, the University will be able to better manage financial challenges and remain focused on strategic initiatives.

#### **IV. CARRY FORWARD**

- A.** At the end of a fiscal year, for the following budgeted fund classes, positive or negative actual net results compared to the budgeted net results will automatically roll-forward to the next fiscal year (note however that the creation and use of these fund classes requires approval from the Budget and Institutional Planning Office or Sponsored Programs Office and that the University Administration reserves the right to monitor the fund balance in these accounts and place upper limits on the amount of accumulated fund balance):
1. Designated Operating (i.e., F&A Indirect Cost Recovery, Program Fees, Tier 1 Engineering, etc.)
  2. Restricted Expendable Operating (i.e., Foundation Funds)
  3. Sponsored Projects Restricted (i.e., Grant Funds)
  4. Government Funds Non Project
- B.** At the end of each fiscal year (June 30), all unexpended budget for fringe benefits in the Unrestricted Operating Fund Class will revert to the central Fringe Benefit Reserve.

#### **V. UNRESTRICTED OPERATING RESERVE ACCOUNT**

- A.** Each Division (i.e., Administration, General Counsel, President, Academic Affairs, Student Affairs, etc.) and College will maintain a single Unrestricted Operating Reserve account with a maximum level of funding that is equivalent to 5% of the Division's or College's total actual operating expenses for the previous fiscal year.
- B.** If the balance in a Division or College's Unrestricted Operating Reserve exceeds 5% of the previous fiscal year's total actual operating expenses, the excess funds will be transferred to the University's Special Projects Reserve. Note that once funds are moved into this account the Division or College no longer has a direct claim on these funds.
- C.** A Division or College can fund its Unrestricted Operating Reserve account if it has positive actual net results compared to budgeted net results at the end of each fiscal year for the Unrestricted Operating fund class. If a Division's or College's Unrestricted Operating fund class net results are negative compared to budget at the end of a fiscal year, 100% of the deficit will be funded by the Division's or College's Unrestricted Operating Reserve balance.

- D.** The first 5% calculation will be on the Division and College FY2019 actual total operating expenses (i.e., expenses as of June 30, 2019) and will occur annually at the end of each fiscal year thereafter.

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**Responsible Division/Unit:** Division of Finance and Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

UW Regulation 7-10 adopted 5/17/2019 Board of Trustees meeting

Fiscal Year End Carry Forward Policy

Page 3 of 3



## Standard Administrative Policy and Procedure

**Subject:** University Capital Equipment and Depreciation of Capital Assets Policy

**Number:**

### I. PURPOSE

The University of Wyoming has a fiduciary responsibility to manage Capital Equipment with which it has been entrusted, either acquired using any type of University funds or donated from an outside entity.

This management of Capital Equipment includes strict adherence to applicable State and Federal policies to assure safeguarding and accounting for all Capital Equipment. The University defines Capital Equipment as any individual item which:

- A. Has a per-unit acquisition or Fabrication/Construction cost of \$5,000 or more;
- B. Is movable (not permanently affixed to a building or infrastructure);
- C. Has a useful life of at least one (1) year; and
- D. Is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.).

It does not include real property (land), most software, animals, or library holdings.

In fulfillment of its mission and compliance responsibilities, the University must maintain an accurate inventory system and procedures that safeguard University assets, and assure financial accountability, reporting accuracy, adequate insurance, efficient utilization, and appropriate disposition of all Capital Equipment.

The following policy applies to all University Organizations and individuals involved in the acquisition, utilization and/or disposition of all Capital Equipment in their operations. The Asset Management Office is responsible for assisting University Organizations and individuals in recording, monitoring, and tracking Capital Equipment.

Additional definitions and policies specific to federally-acquired assets can be found in University of Wyoming Office of Sponsored Programs' Post Award policies.

### II. ORGANIZATION PROPERTY ADMINISTRATOR (OPA)

#### A. Designation

Every campus Organization must designate at least one Organization Property Administrator (OPA). The Asset Management Office will formalize this

designation through an agreement with the OPA and the Organization's Senior Financial Officer or Business Manager.

## **B. Responsibilities and Training**

The OPA must manage Capital Equipment for the OPA's individual Organization(s) in accordance with policy for the equipment's entire lifecycle, from arrival on campus through final disposition. Personnel designated as OPAs must undergo training developed and provided by the Asset Management Office within 30 days of designation.

## **C. Local Awareness Activities**

OPAs will train/orient employees or anyone taking on responsibilities within the given Organization related to Capital Equipment policies, usage, procurement, disposition and/or related activities. Training may also be provided/supplemented by the Asset Management Office, Office of Sponsored Programs, Procurement and/or Payment Services.

# **III. CAPITAL EQUIPMENT POLICY**

This Capital Equipment policy is organized into asset life-cycle stages: (1) acquisition of equipment; (2) tagging and physical inventory tracking; and (3) final dispositions.

## **A. Acquisition of Equipment**

- 1. Institutional Inventory Records** - All Capital Equipment purchases must be placed on institutional inventory records regardless of their funding source(s) or ownership title (Federal, State, University or other).
- 2. Donations, Gifts, and Gifts-In-Kind** – Donations, Gifts and Gifts-In-Kind are non-monetary gifts, which if they meet the definition of Capital Equipment, must be added to institutional inventory records. All non-monetary gifts of Capital Equipment must first be reported to the University of Wyoming Foundation for processing. The asset value must be based on a written estimated Fair Market Value of the gift. The University is not permitted to establish a Fair Market Value on any donated Capital Equipment. The University of Wyoming Foundation will advise the donor on the necessary procedures to follow for establishing Fair Market Value in accordance with UW Regulation 12-1.
- 3. Research-Related Capital Equipment**
  - a. Transfer-In Without Purchase** - With prior approval from their Division's business office, Organizations hiring new research-related employees can execute a Transfer-In of existing Capital Equipment assets without purchase from the new hire's former institution. Organizations of new hires who

negotiate a Transfer-In of Capital Equipment must notify their OPA. The OPA is responsible for executing the required form (UW Sale/Transfer Procedures for Equipment Purchased with Sponsored Program Funds) to notify the Asset Management Office of the incoming equipment.

- b. Transfer-In With Purchase** - With prior approval from their Division's business office, Organizations hiring new research-related employees can purchase existing Capital Equipment from a new hire's prior institution. If the equipment is being transferred with a federal award to the University, a purchase may not be necessary or allowed. Organizations should consult the Office of Sponsored Programs for allowability. If approved and allowed, Organizations must requisition such purchases through Procurement Services within Financial Affairs.
  
- 4. Fabricated/Constructed Capital Equipment** - Fabricated/Constructed Capital Equipment expected to cost \$5,000 or more and have a useful life of at least one (1) year or more must be declared in advance to the Asset Management Office through a Fabrication Request Form so an Asset ID Tag number is established and referenced for all future qualified expenditures. Upon putting the Fabricated/Constructed equipment into service, the equipment's responsible person must notify their designated OPA, who will contact the Asset Management Office to have the equipment tagged, and the appropriate accounting entries made.
  - a. CIP Equipment** - CIP (Construction-In-Progress) equipment is capitalized to its appropriate capital asset categories upon the earlier occurrence of:
    - 1) When the equipment is placed into service; or
    - 2) Execution of substantial completion contract documents.
  
- 5. Upgrades** - Upgrades (purchased or Fabricated/Constructed) to existing Capital Equipment, costing \$5,000 or more with a useful life of at least one (1) year, can be capitalized only if the Upgrade results in one or more of the following:
  - a.** A substantial increase in the functionality of equipment which allows it to function or perform tasks it was previously incapable of performing; or
  - b.** A substantial increase in the efficiency of the equipment, that is, an increase in the level of the service provided by the equipment.

The record of the qualified Upgrade must be linked to the original equipment and its corresponding Asset ID Tag, but the Upgrade will depreciate under its own separate schedule.

## **B. Tagging and Physical Inventory Tracking**

- 1. Asset ID Tag** - All Capital Equipment must be tagged with the appropriate Asset ID Tag and records completed in the asset management module of WyoCloud upon the asset's arrival on campus, or in the case of Fabricated/Constructed, when placed into service. OPAs must make arrangements for and access to the asset for tagging within one week of a request made by the Asset Management Office.
  - a.** In some instances, the tagging may be done by the OPA.
  - b.** Certain pieces of Capital Equipment over the \$5,000 threshold are considered a replaceable part and not an asset. These will not be tagged. Included in this category are subcomponents of assets such as pumps and core holders.
- 2. Location** - Asset ID Tags must be placed on an easily visible location of the asset.
- 3. X-Tags** - Capital Equipment that is designated by the Asset Management Office as "untaggable" (i.e., asset is smaller than tag, located in a remote or difficult to access area, etc.) must still have inventory records completed in the asset management module of WyoCloud and will be assigned a tag number, referred to as an X-Tag.
- 4. Physical Inventory** - Physical inventories will be scheduled by the Asset Management Office using a rolling process across campus that ensures every Organization conducts a full inventory once every two years. The OPA is responsible for completing the biennial inventory. The OPA or designee must account for all Capital Equipment. The Asset Management Office will reconcile the records to those in the asset management module of WyoCloud.
- 5. Required Information** – Required inventory information includes:
  - a.** Asset ID Tag
  - b.** Description
  - c.** Manufacturer
  - d.** Model
  - e.** Serial Number (or Federal stock number, national stock number or other ID number)
  - f.** Acquisition Date
  - g.** Cost
  - h.** Location
  - i.** Asset Owner (UW employee to whom asset is assigned)
  - j.** Asset Key (indicates source of funding)
  - k.** Invoice Date

Federally-acquired assets must also include:

- l.** FAIN (Federal Award Identification Number)
- m.** Who holds title
- n.** Percentage of federal participation in the project costs for the federal award under which the property was acquired
- o.** Use and condition of the property
- p.** Final disposition record, including date of disposal and Sale price or method used to determine Fair Market Value where a recipient compensates the Federal awarding agency for its share.

Information specific to federally-acquired assets as listed above is recorded and tracked by the Office of Sponsored Programs.

- 6. Missing Inventory** - Organizations have up to fifteen (15) business days from the last physical inventory or audit to locate items if they were not found in their last documented location. Consequences of non-compliance are outlined in Section VI below.
- 7. Changes to Asset** - In between physical inventories, the OPA is responsible for notifying the Asset Management Office of Capital Equipment Location changes (equipment moving to a different room or building), cost center updates, Trade-Ins, Transfers-In, Transfers-Out, Donations, Gifts and Gifts-In-Kind, disposals and any other status change including change of Principal Investigator (PI) or assignment contemporaneous to the change, and no later than within fifteen (15) calendar days of its occurrence.
- 8. Temporary Location Change**- A signed asset check-out form (“Organization Check-Out List for Temporary Location Change of Equipment”) must be obtained through the Asset Management Office for any Capital Equipment removed from its recorded location for seven (7) days or more. This is for a temporary use of an asset in a location that differs from the primary location recorded in WyoCloud.

### **C. Final Dispositions**

- 1.** Organizations must make a written request on a Property Disposition Request (PDR) form and submit it to the Asset Management Office for approval prior to disposition of all University property including Capital Equipment. Organizations shall also follow all applicable University policies regarding disposing of University property, including but not limited to processes required to ensure that sensitive and confidential information has been entirely erased from University property prior to its disposal. PDRs having items identified by the Asset Management Office as purchased with grant funds are sent to the Office of Sponsored Programs for approval prior to being forwarded to the Surplus Office.



2. Disposition includes the following (see Appendix A, “Definitions” for more information):
  - a. Surplus
  - b. Transfer within the University, including changes to Organizations, Asset Owner, or rooms or other locations
  - c. Move/Sale to departing employee’s new institution
  - d. Transfer-Out: Transfer to departing employee’s new institution with ongoing sponsored project
  - e. Cannibalization
  - f. Deliver per contract
  - g. Return to vendor
  - h. Trade-In
  - i. Lost/Destroyed
  - j. Stolen
  - k. Record-Keeping Error
  - l. Unallowable Dispositions
  
3. **Move/Sale** - At the University, Moves or Sales are done in cases where: 1) a researcher is departing for a new academic institution, and 2) the Capital Equipment associated with the researcher is not a federally-acquired asset.

For the purposes of this policy:

- a. **Move** is defined as a zero-dollar sale to a new academic institution that results in a transfer of title, possession and accountability for the equipment from the University to the new institution; and
- b. **Sale** is defined as a transaction to a new academic institution in which title to equipment, possession and accountability is relinquished in exchange for Sale price as agreed upon by the new institution and approved by the Organization’s appropriate signing authority.

The Move/Sale must be documented by OPAs on a PDR. The Asset Management Office reviews all Moves/Sales and works with Organizations and the receiving University as necessary to process and document the transaction.

4. **Transfer-Out**: For purposes of this policy, “Transfer-Out” is defined as a transfer of title and accountability for federally-acquired equipment to a new institution. At the University, transfers can only be done in cases when a researcher is departing for a new institution with an ongoing sponsored project that will be moved there, and the sponsored project paid for the Capital Equipment asset. This used equipment may Transfer-Out without purchase from the University, or could have an exchange of funds under limited circumstances. Transfer-Out of equipment is documented by OPAs on a PDR, and must be approved by the Office of Sponsored Programs to ensure compliance with their policies.

5. **Lost/Destroyed Inventory** - Capital Equipment should be reported as Lost only after a concerted, documented effort has been made to find it. Lost or Destroyed equipment must be reported to the Asset Management Office according to the following procedure:
  - a. A PDR for the Lost/Destroyed equipment must be submitted to the Asset Management Office as soon as determination of the loss or destruction has been made. The PDR must include documentation and a description of how loss/destruction was identified:
    - 1) Lost: the OPA must describe in detail the efforts made in trying to locate or retrieve the item;
    - 2) Destroyed: Documentation of Destroyed equipment must include a description of how the destruction occurred, and must be accompanied by a photograph of the equipment.
  - b. The PDR must be signed by the Organization’s Dean, Director or Department Head. Loss of equipment over \$10,000 must be signed by the area Vice President.
  - c. The Asset Management Office will remove items from active records as Lost or Destroyed upon receipt and review of the PDR. The Asset Management Office reserves the right to audit all Lost or Destroyed equipment PDRs, and as necessary follow procedures listed in section VI below, “Consequences for Non-Compliance.”
6. **Stolen Inventory** - Capital Equipment reported as Stolen should be reported to the Asset Management Office on a PDR, which must be accompanied by a University police report or report of law enforcement in the jurisdiction where the theft took place if it was not on University property.

#### IV. DEPRECIATION OF CAPITAL ASSETS POLICY

- A. University assets, including those not covered in this policy, are depreciated straight line by month over the years as follows:

1. Buildings	50
2. Land Improvements. Landscaping	20
3. Land Improvements. Unclassified	15
4. Land Improvements. Parking Lots	10
5. Infrastructure. Utility Systems	30
6. Infrastructure. Streets	18
7. Infrastructure. Sidewalks	15
8. Infrastructure. Telecomm Systems	15
9. Equipment. Farm	10
10. Equipment. Food Service	10

11. Equipment. Law Enforcement	10
12. Equipment. Shop	10
13. Equipment. Dormitory	7
14. Equipment. Education	7
15. Equipment. Laboratory	7
16. Equipment. Vehicles	7
17. Equipment-IT. Computer	3
18. Equipment. Data Processing	3
19. Equipment. Office	3

- B. Upgrades and improvements to existing buildings costing \$50,000 or more are capitalized and depreciated over the life of the building and are not Capital Equipment.

## V. GENERAL ROLES & RESPONSIBILITIES

- A. **Organization Property Administrator (OPA)** – Serves as the liaison between their Organization and the Asset Management Office for matters regarding Capital Equipment.
- B. **Division Business Manager** – Coordinates the designation of OPAs for their Division and provides oversight and support to the OPAs in execution of their responsibilities. The Business Manager is the University employee within the Division who is primarily responsible for oversight and management of the Division’s financial activities.
- C. **Asset Management Office** – Responsible for the overall management of Capital Equipment acquired by and assigned to the University of Wyoming in accordance with current University policies and procedures and applicable state and federal policies. Management duties include establishing and maintaining necessary records to ensure accurate accounting and reporting of all Capital Equipment in the possession of the University.

## VI. CONSEQUENCES FOR NON-COMPLIANCE

- A. Any employee(s), including faculty, staff or student employee(s), failing to comply with this policy and/or to cooperate with and assist the OPA may result in disciplinary action for that employee up to and including termination based on the severity of the action or non-action of the employee(s). Incidents related to fraud will be referred to the UW Police Department for further investigation and action.
- B. OPAs are accountable to their Organizations, the Asset Management Office, the Risk Management Office and Internal Audit to comply with this policy. They must contact the Asset Management Office if they are experiencing issues of non-compliance from other employees (see VI.A above) or if they need additional training or help.

- C. Researchers should be mindful that failure to follow federal guidelines could result in loss of future research funding.

## VII. INQUIRIES REGARDING POLICY

Inquiries regarding the above items illustrated within this policy should be directed to the Asset Management Office. Additionally, final interpretation of the policy will be determined by the Associate Vice President for Financial Affairs.

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>;

<http://www.uwyo.edu/administration/financial-affairs/policies/>;

<http://www.uwyo.edu/administration/financial-affairs/chart-of-accounts.html>;

[http://www.uwyo.edu/research/\\_files/docs/EquipTransferProc.doc](http://www.uwyo.edu/research/_files/docs/EquipTransferProc.doc);

<https://www.uwyo.edu/administration/financial-affairs/forms/index.html>;

**Associated Regulations, Policies, and Forms:** UW Regulation 7-9; UW Regulation 12-1; UW Office of Sponsored Programs Post-Award Policies; UW Sale/Transfer Procedures for Equipment Purchased with Sponsored Program Funds; Fabrication Request Form; Organization Check-Out List for Temporary Location Change of Equipment (Asset Check-Out Form); Property Disposition Request Form (PDR)

**Approved:** 7/23/2019

## APPENDIX A: Definitions

**Acquisition Date:** The date the equipment is received by the University.

**Asset Check-Out/Temporary Off-Campus Assignment:** A University Capital Equipment asset that will temporarily reside for seven (7) days or more at a location different than the one recorded in Asset Management's WyoCloud records.

**Asset ID Tag:** A numbered tag that is affixed to an asset by the Asset Management Office signifying that the item is Capital Equipment and whether it is titled to the University, or a federal or state government agency.

**Asset Key:** A field in the asset management module of WyoCloud that captures funding source information as a one-word description: Federal; State; PPM; UWYO; None.

**Asset Owner:** University employee to whom asset is assigned; primary user and/or Principal Investigator (PI) if a grant-funded asset, who is responsible for day-to-day usage. This information is tracked within the WyoCloud system.

**Cannibalization:** An asset removed from active service (retired), but remaining on campus for the purpose of supplying spare parts for another (same or similar) piece of equipment that is still in service.

**Capital Equipment:** An acquisition qualifies as Capital Equipment if it meets these four criteria:

1. Item has a per-unit acquisition cost of \$5,000 or more before any applicable trade-in allowance or qualifies as a fabricated/constructed assessed with a cost of \$5,000 or more.
2. The acquired item has a useful life expectancy of one (1) year or more.
3. The item is moveable; that is, it is not permanently affixed to a building, infrastructure or another object in such a way as to lose its unique identity.
4. The item is an inanimate object, typically used to perform tasks (e.g. research, grounds-keeping, farming, transportation, etc.). Items like artwork, animals and most software are not considered Capital Equipment assets.

**CIP Equipment:** Equipment in the process of being Fabricated/Constructed by an Organization with an expected useful life of at least one (1) year and an expected cost of \$5,000 or more.

**Destroyed:** Damaged or ruined beyond repair.

**Division:** Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

**Donations, Gifts, Gifts-In-Kind:** A non-monetary gift or donation received by the University and processed by both the University of Wyoming Foundation and the Asset Management Office to be used in operations.

**Fabricated/Constructed:** Purchases of component parts and direct labor that are custom joined to create an asset not commercially available, and is capitalized together as one asset. To meet this definition, component parts must work together to perform one function. Each component part must be necessary for the asset to function, i.e., removal of any part would result in the asset not operating at capacity or for its intended purpose.

**Fair Market Value:** The price for which an asset would be sold on the open market.

**Location:** The area of primary use or storage (defined by country, state, city, building and area). Tracked by OPA and recorded by Asset Management Office in WyoCloud.

**Lost:** An item that is unable to be found after all efforts have been exhausted.

**Move:** For the purpose of this policy, a move is defined as a zero-dollar Sale to a new institution that results in a transfer of title, possession and accountability for the non-federally acquired equipment from the University to a new academic institution. At the University, moves can only be done in cases where a researcher is departing for a new academic institution. In any other situation, equipment must be declared as Surplus.

**Organization:** An Organization represents a department or unit where staff is identified and business is transacted. Each individual Organization is part of a hierarchy that rolls up to the Division level. While the specific hierarchy varies, one example is:  
Division/SubDivision/Unit/Department/Organization.

**Record-Keeping Error:** Incorrect information recorded by either Organization or the Asset Management Office.

**Sale:** For purposes of this policy, a Sale is defined as a transaction in which title to non-federally acquired equipment, possession and accountability is relinquished in exchange for Sale price. At the University, Sales can only be done in cases when a researcher is departing for a new academic institution. In any other situation, equipment must be declared as Surplus.

**Stolen:** Knowledge that an item was misappropriated. Property Disposition Request forms processing Stolen items must include a police report.

**Surplus:** Any item that:

1. Does not function anymore;
2. Is obsolete;
3. Is not useful; or
4. Is not needed in the foreseeable future.

**Trade-In:** An active asset relinquished to a vendor in exchange for the reduction in price towards the purchase of a new similar asset whose cost is greater than \$5,000.

**Transfer:** A change in the Capital Equipment's recorded location, Asset Owner, or from one University Organization to another University Organization. Transfers are documented by OPAs via the Property Disposition Request form, and the new location, Asset Owner and/or Organization recorded into WyoCloud by Asset Management.

**Transfer-In:** For purposes of this policy, "Transfer-In" is Capital Equipment received from an incoming employee's prior institution (usually from another university) with an ongoing

sponsored project that will be moved here. This used equipment may Transfer-In without purchase to the University, or could have an exchange of funds under limited circumstances.

**Transfer-Out:** For purposes of this policy, “Transfer-Out” is defined as a transfer of title and accountability for equipment to a new institution. At the University, transfers can only be done in cases when a researcher is departing for a new institution with an ongoing sponsored project that will be moved there, and the sponsored project paid for the Capital Equipment asset. This used equipment may Transfer-Out without purchase from the University, or could have an exchange of funds under limited circumstances.

**Unallowable Dispositions:** Disposals that fail to comply with University procedures for disposition.

**Untagged Asset:** Capital Equipment receiving an X-Tag because it is not compatible with being tagged due to special circumstances (e.g. asset too small for the tag, would adversely impact asset performance, etc.)

**Upgrade:** For purposes of this policy an Upgrade refers to substantial improvements costing \$5,000 or more. Upgrades may be fabricated/constructed or purchased complete. To be considered a Capital Equipment Upgrade, the Upgrade must result in one or more of the following:

1. A substantial increase in the functionality of equipment which allows it to function or perform tasks that it was previously incapable of performing.
2. A substantial increase in the efficiency of the equipment, that is, an increase in the level of service provided by the equipment without the ability to perform additional tasks.

**X-Tag:** A consecutive number ending with an X assigned to Capital Equipment considered to be untaggable due to size, location or other constraints, and tracked within the asset management module.

**Straight Line/Even Depreciation:** A method of computing depreciation by dividing the asset’s cost by the number of years it is expected to be used. The University does not take salvage value into consideration for this calculation.