University of Wyoming

FY2019 Budget Planning Guide

Budget Office
12-15-2017
# University of Wyoming

## FY2019 Budget Guideline

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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 new Chart of Accounts structure is made up of nine segments. Each segment contains values of a defined length. Some of the segments are required for any coding that is done in the new WyoCloud system and some can be set to default. This Chart of Accounts User Guide serves as a reference for University of Wyoming users who are inputting transactions into the WyoCloud system to select the correct accounting string for their transactions. The nine segments are described below and the detailed values are contained in the Chart of Accounts segment values reference document.

ENTITY
An Entity is a subset of the University reporting unit that is either 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. Most transactions will fall within the UW value, 10, unless your department falls into one of these specialized entities, in which case select one of the other options, 11 – 31 will be selected.

- University of Wyoming Summary
  - 10 University of Wyoming
  - 11 Alumni Association
  - 12 Cowboy Joe Club
  - 13 Wyoming Public Media
  - 15 Bison Run

- UW Medical Education Summary
  - 21 UW Medical Education

- Enhanced Oil Recovery Summary
  - 31 Enhanced Oil recovery Institute
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<th>REVENUE DESCRIPTION</th>
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<td>Operating Revenue</td>
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<td></td>
<td>Tuition &amp; Educational Fees Net (UW Central Accounting and Budget Office Only)</td>
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<tr>
<td>40001</td>
<td>Tuition Undergraduate Resident</td>
</tr>
<tr>
<td>40002</td>
<td>Tuition Undergraduate Non resident</td>
</tr>
<tr>
<td>40005</td>
<td>Tuition Undergraduate Resident Distance</td>
</tr>
<tr>
<td>40006</td>
<td>Tuition Undergraduate Non Resident Distance</td>
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<tr>
<td>40101</td>
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</tr>
<tr>
<td>40102</td>
<td>Tuition Graduate Non resident</td>
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<tr>
<td>40105</td>
<td>Tuition Graduate Resident Distance</td>
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<tr>
<td>40106</td>
<td>Tuition Graduate Non resident Distance</td>
</tr>
<tr>
<td>40151</td>
<td>Tuition Professional Business Resident</td>
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<tr>
<td>40152</td>
<td>Tuition Professional Business Non Resident</td>
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<tr>
<td>40153</td>
<td>Tuition Professional Law Resident</td>
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<td>40154</td>
<td>Tuition Professional Law Non Resident</td>
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<td>40155</td>
<td>Tuition Professional Health Sciences Resident</td>
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<td>Student Financial Aid</td>
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<td>40513</td>
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<td>Employee Assistance Program Employer Share</td>
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<td>Supplemental Retirement Annuity Employer Share</td>
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<td>Other Employee Paid Benefits</td>
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<tr>
<td>60814</td>
<td>Benefits Clearing</td>
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</table>

**Personnel Services**

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.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<td>60815</td>
<td>Pension Expense</td>
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<td>60816</td>
<td>Flat Fringe Rate Employer Share</td>
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<td>Effective July 1, 2017, the University of Wyoming</td>
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<tr>
<td></td>
<td>moved to a standard fringe benefit rate for all UW</td>
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<tr>
<td></td>
<td>employees. The University will utilize the federal</td>
</tr>
<tr>
<td></td>
<td>rate as set by the US Department of Health and Human</td>
</tr>
<tr>
<td></td>
<td>Services for all salaries and benefits paid by the</td>
</tr>
<tr>
<td></td>
<td>University for each of the three categories noted</td>
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<tr>
<td></td>
<td>below. The University will utilize a slightly lower</td>
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<td>amount than authorized by the US Department of Health</td>
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<tr>
<td></td>
<td>and Human Services for FY18. However, the full</td>
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<td>authorized amount will be implemented in FY19.</td>
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<td>60817</td>
<td>Federal Retirement Employer Share</td>
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<td>Professional Services</td>
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<td></td>
<td>Professional service means professional or technical</td>
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<td></td>
<td>expertise provided by a consultant to accomplish a</td>
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<td></td>
<td>specific study, project, task, or other work statement.</td>
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<tr>
<td></td>
<td>This category includes contracts with independent</td>
</tr>
<tr>
<td></td>
<td>individuals or firms to perform a service or render an</td>
</tr>
<tr>
<td></td>
<td>opinion or recommendation. This includes both new</td>
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<tr>
<td></td>
<td>contracts and amendments and/or renewals of existing</td>
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<tr>
<td></td>
<td>contracts. Purchase Orders, with valid service forms</td>
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<td>attached, are required for professional services valued</td>
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<td></td>
<td>$2,500 or more prior to commencement of services.</td>
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<td></td>
<td>- Contracts are required for payments of $10,000 or</td>
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<td></td>
<td>more. General Counsel shall review professional service</td>
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<td></td>
<td>contracts prior to commencement of services.</td>
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<td>- Services valued at $2,500 to $9,999.99 will require</td>
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<td>a Statement of Work form and Employee vs Independent</td>
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<td>Contractor Worksheet be filled out and attached to the</td>
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<td>purchase order. These forms do not need to be reviewed</td>
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<td>by General Counsel. - These forms are not valid</td>
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<td>substitutes for an invoice.</td>
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<td>62001</td>
<td>Professional Services - The amounts expended for</td>
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<td>court costs (except attorney fees), financial services,</td>
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<td>actuarial service, economic analysis, inspectors,</td>
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<tr>
<td></td>
<td>security and fire protection, architectural or</td>
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<td></td>
<td>engineering firms, communication and photography</td>
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<td>services, custodial, landscaping, hazardous waste</td>
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<tr>
<td></td>
<td>or management services. Also includes amounts</td>
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<td>expended for personnel review boards, harassment and</td>
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<tr>
<td></td>
<td>related investigations, mediation and other employment</td>
</tr>
<tr>
<td></td>
<td>issues.</td>
</tr>
<tr>
<td>62002</td>
<td>Temporary Services - The amounts expended for temporary</td>
</tr>
<tr>
<td></td>
<td>staffing agencies.</td>
</tr>
<tr>
<td>62003</td>
<td>Legal and Attorney Services - Fees paid for attorneys</td>
</tr>
<tr>
<td></td>
<td>which provided legal services for the University.</td>
</tr>
<tr>
<td></td>
<td>Contract not required but a Letter of Engagement</td>
</tr>
<tr>
<td></td>
<td>signed by an authorized university individual is</td>
</tr>
<tr>
<td></td>
<td>required.</td>
</tr>
<tr>
<td>62004</td>
<td>Insurance Deductible- (UW Central Accounting Office</td>
</tr>
<tr>
<td></td>
<td>Only)</td>
</tr>
<tr>
<td>62005</td>
<td>Insurance Premium - The amounts expended for liability,</td>
</tr>
<tr>
<td></td>
<td>property, vehicle, fire, or accident insurance and</td>
</tr>
<tr>
<td></td>
<td>bond premiums. Includes notary bond fees.</td>
</tr>
<tr>
<td>62006</td>
<td>Telecom Expense - The amounts expended to analyze,</td>
</tr>
<tr>
<td></td>
<td>enhance, modify or implement computer systems or</td>
</tr>
<tr>
<td></td>
<td>telecommunications systems. Includes amounts expended</td>
</tr>
<tr>
<td></td>
<td>for programming or data processing charges, web</td>
</tr>
<tr>
<td></td>
<td>hosting and web design. Does not include design or</td>
</tr>
<tr>
<td></td>
<td>development of major information systems which are</td>
</tr>
<tr>
<td></td>
<td>classified under 62001 &quot;Professional Services&quot;.</td>
</tr>
<tr>
<td></td>
<td>Contract required.</td>
</tr>
<tr>
<td>62007</td>
<td>Subject Participation Expense - Payments to</td>
</tr>
<tr>
<td></td>
<td>individuals (non-employees) to encourage attendance</td>
</tr>
<tr>
<td></td>
<td>and participation in sponsored University of Wyoming</td>
</tr>
<tr>
<td></td>
<td>training and certification programs. These are not</td>
</tr>
<tr>
<td></td>
<td>costs associated with Sponsored Research Projects -</td>
</tr>
<tr>
<td></td>
<td>67500. No contract required. A recipient signed</td>
</tr>
<tr>
<td></td>
<td>Incentive letter will be required when payment is</td>
</tr>
<tr>
<td></td>
<td>made. This form can be located in the Accounts</td>
</tr>
<tr>
<td></td>
<td>Payable Group in WyoWeb.</td>
</tr>
<tr>
<td>62008</td>
<td>Visiting Speakers/Faculty Expense - The amounts</td>
</tr>
<tr>
<td></td>
<td>expended to individuals engaged in or conducting</td>
</tr>
<tr>
<td></td>
<td>training to meet employee training needs, managerial</td>
</tr>
<tr>
<td></td>
<td>training, guest speakers, and curriculum.</td>
</tr>
<tr>
<td>62009</td>
<td>Research Core Charges Expense -</td>
</tr>
<tr>
<td>62010</td>
<td>Real Estate Management - The amount expensed for</td>
</tr>
<tr>
<td></td>
<td>property management services.</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>62011</td>
<td>Catering Expense</td>
</tr>
<tr>
<td>62012</td>
<td>Animal Care</td>
</tr>
<tr>
<td>62013</td>
<td>Other Services</td>
</tr>
<tr>
<td>62014</td>
<td>Royalty Expense</td>
</tr>
<tr>
<td>62015</td>
<td>Medical Services</td>
</tr>
<tr>
<td></td>
<td><strong>Travel</strong></td>
</tr>
<tr>
<td>63001</td>
<td>Travel Domestic Expense</td>
</tr>
<tr>
<td>63002</td>
<td>Travel Foreign Expense</td>
</tr>
<tr>
<td>63004</td>
<td>Hosting Expense</td>
</tr>
<tr>
<td>63004</td>
<td>Moving Expense</td>
</tr>
<tr>
<td>63101</td>
<td>Non Employee Transportation</td>
</tr>
<tr>
<td>63102</td>
<td>Non Employee Lodging</td>
</tr>
<tr>
<td>63103</td>
<td>Non Employee Meals</td>
</tr>
<tr>
<td>63104</td>
<td>Non Employee Other Travel</td>
</tr>
<tr>
<td></td>
<td><strong>Supplies</strong></td>
</tr>
<tr>
<td>64001</td>
<td>Lab Supplies</td>
</tr>
<tr>
<td>64002</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>64003</td>
<td>Medical Supplies</td>
</tr>
<tr>
<td>64004</td>
<td>Animal, Livestock, and Farm Supplies</td>
</tr>
<tr>
<td>64005</td>
<td>Non Capital Equipment-Computer Expense</td>
</tr>
<tr>
<td>64006</td>
<td>Non Capital Equipment-Other Expense</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>64007</td>
<td><strong>Books, Subscriptions, and Media Expense</strong> - The amounts expended for books,</td>
</tr>
<tr>
<td></td>
<td>newspapers, subscriptions to magazines, periodicals, reference materials and</td>
</tr>
<tr>
<td></td>
<td>services providing informational reports. Includes subscriptions to on-line</td>
</tr>
<tr>
<td></td>
<td>computer informational services and the purchase of databases.</td>
</tr>
<tr>
<td>64008</td>
<td><strong>Computer Software and License Expense</strong> - noncapital (under $1,500)</td>
</tr>
<tr>
<td>64009</td>
<td><strong>Computer Hardware</strong> - noncapital (under $1,500)</td>
</tr>
<tr>
<td>64010</td>
<td><strong>Food &amp; Beverage Resale</strong> - The amounts expended for food and beverages that</td>
</tr>
<tr>
<td></td>
<td>will be used for resale (i.e. vending supplies, food services).</td>
</tr>
<tr>
<td>64011</td>
<td><strong>Postage, Freight, and Shipping Expense</strong> - The amounts expended for postage</td>
</tr>
<tr>
<td></td>
<td>and loading postage meters and bulk mail services provided by UW Postal.</td>
</tr>
<tr>
<td></td>
<td>Does not include rent for postage meter machines and/or mailing machines.</td>
</tr>
<tr>
<td></td>
<td>Outgoing shipping charges. This will include courier service charges,</td>
</tr>
<tr>
<td></td>
<td>motor freight, air freight and other express charges. United Parcel Service</td>
</tr>
<tr>
<td></td>
<td>or similar companies’ charges are to be considered freight charges. Note:</td>
</tr>
<tr>
<td></td>
<td>Freight charges on pieces of equipment received should be considered as part</td>
</tr>
<tr>
<td></td>
<td>of the cost of the equipment and charged to an equipment code. Freight or</td>
</tr>
<tr>
<td></td>
<td>shipping charges added to an invoice payable to a commodity vendor is a</td>
</tr>
<tr>
<td></td>
<td>cost of the goods purchased and must be included in the same account code</td>
</tr>
<tr>
<td></td>
<td>as the commodity purchased.</td>
</tr>
<tr>
<td>64012</td>
<td><strong>Other Supplies</strong> - Includes items purchased for ornamental purposes,</td>
</tr>
<tr>
<td></td>
<td>landscaping, small tools and parts, safety and safety supplies.</td>
</tr>
<tr>
<td>64013</td>
<td><strong>Clothing and Other Apparel</strong> - The cost of clothes or uniforms purchased.</td>
</tr>
<tr>
<td>64014</td>
<td><strong>Custodial, Housekeeping and Janitorial</strong> - Includes expendable items</td>
</tr>
<tr>
<td></td>
<td>purchased for cleaning, laundering, detergents, disinfectants, light bulbs,</td>
</tr>
<tr>
<td></td>
<td>mops, waxes, garbage cans, trash bags, etc. This does not cover cleaning</td>
</tr>
<tr>
<td></td>
<td>services - use 62001.</td>
</tr>
<tr>
<td>64015</td>
<td><strong>Food &amp; Beverage Non Resale</strong> - The amounts expended for food purchased as</td>
</tr>
<tr>
<td></td>
<td>part of lab supplies. (i.e. food purchased for cooking and nutrition class.</td>
</tr>
<tr>
<td></td>
<td>Food being purchased for entertainment and meetings should be covered under</td>
</tr>
<tr>
<td></td>
<td>Catering Expense 62011).</td>
</tr>
<tr>
<td>64016</td>
<td><strong>Earned Discounts</strong> - Supplier discounts earned.</td>
</tr>
<tr>
<td>64017</td>
<td><strong>Merchandise Resale</strong> - Amounts expended for the purchase of goods that</td>
</tr>
<tr>
<td></td>
<td>will be used for resale (i.e. merchandise for the University Store).</td>
</tr>
<tr>
<td></td>
<td><strong>Utilities</strong></td>
</tr>
<tr>
<td>64501</td>
<td><strong>Natural Gas</strong> - Solid, gas, or liquid fuels for cooking, heating, or power</td>
</tr>
<tr>
<td>64502</td>
<td><strong>Electric</strong> - The amount expended for electricity.</td>
</tr>
<tr>
<td>64503</td>
<td><strong>Water</strong> - Purchase or cost of providing water for human and animal</td>
</tr>
<tr>
<td></td>
<td>consumption.</td>
</tr>
<tr>
<td></td>
<td><strong>Other Utilities Expense</strong> - The amounts expended for sewer, sanitation,</td>
</tr>
<tr>
<td></td>
<td>telephone, television and music services.</td>
</tr>
<tr>
<td></td>
<td><strong>Repairs and Maintenance</strong></td>
</tr>
<tr>
<td>65001</td>
<td><strong>Real Property Repairs and Maintenance Supplies</strong> - The amounts expended</td>
</tr>
<tr>
<td></td>
<td>for supplies used to repair and upkeep real property; including window</td>
</tr>
<tr>
<td></td>
<td>coverings, minor additions, signs, keys, locks, fencing, landscaping,</td>
</tr>
<tr>
<td></td>
<td>painting, heating, plumbing and electrical. (Except capital outlay</td>
</tr>
<tr>
<td></td>
<td>appropriations).</td>
</tr>
<tr>
<td>65002</td>
<td><strong>Equipment Repairs and Maintenance Supplies</strong> - The amounts expended</td>
</tr>
<tr>
<td></td>
<td>for supplies used to repair and upkeep equipment; including ice machines,</td>
</tr>
<tr>
<td></td>
<td>sterilizers, water conditioners, data processors, food service equipment,</td>
</tr>
<tr>
<td></td>
<td>repairs to autos, etc.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>65251</td>
<td><strong>Real Property Repairs and Maintenance Services</strong> - The amounts paid for</td>
</tr>
<tr>
<td>65252</td>
<td><strong>Equipment Repairs and Maintenance Service</strong> - The amounts paid for labor</td>
</tr>
<tr>
<td></td>
<td>and services to repair and upkeep equipment, reportable on Form 1099-MISC.</td>
</tr>
<tr>
<td></td>
<td>If you are purchasing materials only, use 65002.</td>
</tr>
<tr>
<td></td>
<td><strong>Rentals and Leases</strong></td>
</tr>
<tr>
<td>65501</td>
<td><strong>Building/Facilities Rental</strong> - The amounts expended for the rental</td>
</tr>
<tr>
<td></td>
<td>lease, possession and use of property owned by others.</td>
</tr>
<tr>
<td>65502</td>
<td><strong>Equipment Rental</strong> - Rentals and leases of office furniture and</td>
</tr>
<tr>
<td></td>
<td>equipment for human consumption.</td>
</tr>
<tr>
<td></td>
<td>Includes rental of water equipment for human consumption.</td>
</tr>
<tr>
<td></td>
<td>Includes postage meter machines and/or mailing machines.</td>
</tr>
<tr>
<td></td>
<td>Includes renting or leasing printing, reproduction or photographic</td>
</tr>
<tr>
<td></td>
<td>equipment.</td>
</tr>
<tr>
<td></td>
<td>Includes lease portion of copier rentals.</td>
</tr>
<tr>
<td></td>
<td>Includes charges for copy machine maintenance agreements and</td>
</tr>
<tr>
<td></td>
<td>necessary copy supplies (excluding paper costs).</td>
</tr>
<tr>
<td></td>
<td>Does not include service and maintenance portion of copier rentals</td>
</tr>
<tr>
<td></td>
<td>when listed separately, which is coded to 66518, “Maintenance Agreements”.</td>
</tr>
<tr>
<td>65503</td>
<td><strong>Lease Expense</strong> - For non-equipment items.</td>
</tr>
<tr>
<td>65504</td>
<td><strong>Easement</strong> - Includes payments to landowners for the use or access of</td>
</tr>
<tr>
<td></td>
<td>their land.</td>
</tr>
<tr>
<td></td>
<td><strong>Interest Expense</strong></td>
</tr>
<tr>
<td>65751</td>
<td><strong>Interest Expense</strong> - The amount of interest paid under the terms of</td>
</tr>
<tr>
<td></td>
<td>the contract or state law.</td>
</tr>
<tr>
<td></td>
<td><strong>Claims and Judgements</strong></td>
</tr>
<tr>
<td>66001</td>
<td><strong>Claims and Judgments</strong> - An award for harm caused by the university to</td>
</tr>
<tr>
<td></td>
<td>a claimant’s capital assets.</td>
</tr>
<tr>
<td></td>
<td>A payment by the university is intended to make the claimant “whole”.</td>
</tr>
<tr>
<td></td>
<td>Thus, payments to claimants for property damage are not reportable.</td>
</tr>
<tr>
<td></td>
<td>Also includes making a settlement for property damage claims payable to</td>
</tr>
<tr>
<td></td>
<td>an organization other than the claimant (ie. Paying the auto repair shop</td>
</tr>
<tr>
<td></td>
<td>directly for the damages to the claimant’s property). Exception: If making</td>
</tr>
<tr>
<td></td>
<td>payment to an attorney follow the rules for “gross process payments” in</td>
</tr>
<tr>
<td></td>
<td>account 66003.</td>
</tr>
<tr>
<td></td>
<td><strong>Reportable Personal Injury Awards</strong> - Punitive damages</td>
</tr>
<tr>
<td></td>
<td><strong>Reportable Personal Injury Awards</strong> - Punitive damages</td>
</tr>
<tr>
<td>66002</td>
<td><strong>Damage Awards for Non-physical Injuries</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Damage Awards for Non-physical Injuries</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Back Pay</strong></td>
</tr>
<tr>
<td>66003</td>
<td><strong>Attorney Fees and Gross Process Payments</strong> - If paying a settlement</td>
</tr>
<tr>
<td></td>
<td>amount to an attorney on behalf of the claimant, to an attorney and one or</td>
</tr>
<tr>
<td></td>
<td>more other person or when the payment is made payable only to an attorney</td>
</tr>
<tr>
<td></td>
<td>for services performed for others it is a “gross proceeds payment” and</td>
</tr>
<tr>
<td></td>
<td>reportable on a 1099.</td>
</tr>
<tr>
<td></td>
<td><strong>Other Expenses</strong></td>
</tr>
<tr>
<td>66501</td>
<td><strong>Advertising/Promotional Expense</strong> - The cost of radio, television,</td>
</tr>
<tr>
<td></td>
<td>signs, and billboard advertisements for promotional use. Also, includes</td>
</tr>
<tr>
<td></td>
<td>job vacancy announcements.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>66502</td>
<td><strong>Printing and Copying Expense</strong> - 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. <strong>Contract required.</strong> Copies 64002 (Copier Services, FedEx Office, etc.) has a separate expenditure code which isn't considered professional services.</td>
</tr>
<tr>
<td>66503</td>
<td>Gain/Loss on Sale of Asset</td>
</tr>
<tr>
<td>66504</td>
<td><strong>Prizes/Awards Expense-Monetary/Reportable</strong> - Disbursement of cash funds for the payment of awards and prizes to non-university employees for award for contests. Employee prizes go through payroll.</td>
</tr>
<tr>
<td>66505</td>
<td><strong>Prizes/Awards Expense-Non-Monetary Non-Reportable</strong> - Includes the purchase of awards and prizes to non-university employees. Employee prizes go through payroll.</td>
</tr>
<tr>
<td>66506</td>
<td>Unrelated Business Tax Expense</td>
</tr>
<tr>
<td>66507</td>
<td>Business Tax Expense</td>
</tr>
<tr>
<td>66508</td>
<td>Property Tax Expense</td>
</tr>
</tbody>
</table>
| 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."
<p>| 66510 | Guarantees Expense - For Athletic Department use, only.                    |
| 66511 | Bad Debt Expense - The amount of uncollectible accounts receivable.        |
| 66512 | Miscellaneous Expense                                                      |
| 66513 | Student Health Insurance Expense                                           |
| 66514 | Refund to Grantors - For use by Sponsored Program Office only.             |
| 66515 | <strong>Memberships and Dues</strong> - 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. |
| 66516 | Fines Expense - The amounts expended for fines, penalties or late fees payable under the terms of a contract. |
| 66517 | Fuel and Oil Expense                                                       |
| 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. |
| 66519 | Supplier Discounts - For paying bills early, UW receives a discount on the invoiced amount. |
| 66520 | Scholarships to Individuals                                                |
| 66521 | <strong>F&amp;A Cost Expense</strong> - Facilities and Administrative Rate (indirect costs) charged against a sponsored grant or project fund. |
|        | <strong>SPONSORED PROJECT RELATED SERVICES</strong> - Not for any other use, except Sponsored Programs |
| 67001 | Research &amp; Development Subcontract &lt;=25K                                  |
| 67002 | Other Subcontract &lt;=25K                                                    |</p>
<table>
<thead>
<tr>
<th>67003</th>
<th>Research &amp; Development &gt;25K</th>
</tr>
</thead>
<tbody>
<tr>
<td>67004</td>
<td>Other Subcontract &gt;25K</td>
</tr>
</tbody>
</table>

### Participant & Research Costs

<table>
<thead>
<tr>
<th>67501</th>
<th>Participant Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>67502</td>
<td>Participant Stipend</td>
</tr>
<tr>
<td>67503</td>
<td>Participant Subsistence</td>
</tr>
<tr>
<td>67504</td>
<td>Participant Other</td>
</tr>
</tbody>
</table>

### Depreciation and Amortization

<table>
<thead>
<tr>
<th>69001</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>69002</td>
<td>Amortization Expense - Allocating the cost of an intangible asset over a period of time (UW Central Accounting Office)</td>
</tr>
</tbody>
</table>

### 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.

### Capital Equipment & Lease - Items costing $5,000.00 and over and with a useful life of more than one year are capitalized equipment.

<table>
<thead>
<tr>
<th>70001</th>
<th>Equipment-Office Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>70002</td>
<td>Equipment-Data Processing Expense</td>
</tr>
<tr>
<td>70003</td>
<td>Equipment-Vehicles Expense</td>
</tr>
<tr>
<td>70004</td>
<td>Equipment-Food Service Expense</td>
</tr>
<tr>
<td>70005</td>
<td>Equipment-Laboratory Expense</td>
</tr>
<tr>
<td>70006</td>
<td>Equipment-Education Expense</td>
</tr>
<tr>
<td>70007</td>
<td>Equipment-Dormitory Expense</td>
</tr>
<tr>
<td>70008</td>
<td>Equipment-Farm Expense</td>
</tr>
<tr>
<td>70009</td>
<td>Equipment-Shop Expense</td>
</tr>
<tr>
<td>70010</td>
<td>Equipment-Law Enforcement Expense</td>
</tr>
<tr>
<td>71301</td>
<td>Capital Lease Expense</td>
</tr>
</tbody>
</table>

### Buildings and Building Improvements - Items costing $5,000.00 and over and with a useful life of more than one year are capitalized equipment.

<table>
<thead>
<tr>
<th>71401</th>
<th>Buildings-Academic &amp; Administrative Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>71402</td>
<td>Building-Service Expense</td>
</tr>
<tr>
<td>71403</td>
<td>Building-Residential Expense</td>
</tr>
<tr>
<td>71404</td>
<td>Building-Farm Expense</td>
</tr>
<tr>
<td>71405</td>
<td>Building-Auxiliary Expense</td>
</tr>
<tr>
<td>71406</td>
<td>Building-Non UW Owned Expense</td>
</tr>
<tr>
<td>71407</td>
<td>Buildings-CIP Cost Expense</td>
</tr>
</tbody>
</table>

### Land

<table>
<thead>
<tr>
<th>71601</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>71602</td>
<td>Land Improvements Expense</td>
</tr>
</tbody>
</table>

### Other Capital Expenditures

<table>
<thead>
<tr>
<th>71701</th>
<th>Books and Reference Materials Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>71702</td>
<td>Works of Art Expense</td>
</tr>
<tr>
<td>71703</td>
<td>Livestock Expense</td>
</tr>
<tr>
<td>Internal Allocations &amp; Sales - Used to record revenues and expenses for goods and services provided by one campus department to other campus departments.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>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.).</td>
<td></td>
</tr>
<tr>
<td>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.).</td>
<td></td>
</tr>
<tr>
<td>76003 Internal Service Allocation: Other - Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601).</td>
<td></td>
</tr>
<tr>
<td>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 &amp; Science, College of Business, Administration, Research &amp; Economic Development, Student Affairs, Academic Affairs, etc.).</td>
<td><a href="http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf">http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf</a> and <a href="http://www.uwyo.edu/administration/fiscal/budget">http://www.uwyo.edu/administration/fiscal/budget</a></td>
</tr>
<tr>
<td>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&amp;S Dean’s Office are organizations within the College of Arts &amp; Science Division).</td>
<td><a href="http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf">http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf</a> and <a href="http://www.uwyo.edu/administration/fiscal/budget">http://www.uwyo.edu/administration/fiscal/budget</a></td>
</tr>
<tr>
<td>Internal Sales Auxiliaries - Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.).</td>
<td></td>
</tr>
<tr>
<td>Funding Transfers - transfers of funds from one department to another department</td>
<td></td>
</tr>
<tr>
<td>77001 Provisions for Facility Renewal - Maintenance and improvement of facilities for the current purpose (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves).</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>77002</td>
<td>Provisions for Non Facility Renewal - New capital equipment projects or repurposing of existing capital assets (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves).</td>
</tr>
<tr>
<td>77003</td>
<td>Transfers to/from Plant Fund Project Related - Transfers to/from reserve accounts</td>
</tr>
<tr>
<td>77201</td>
<td>Debt Service Principal - A ratio of cash available for debt servicing to interest, principal and lease payments (UW Central Accounting Office Only).</td>
</tr>
<tr>
<td>77202</td>
<td>Debt Service Interest - (UW Central Accounting Office Only).</td>
</tr>
<tr>
<td>77401</td>
<td>Non mandatory Transfers To/From Operations- Funds these are transfers To/From Unrestricted Operating, Designated Operating and Unrestricted Operating Reserve. They are NOT to be used for foundation held funds or grants.</td>
</tr>
<tr>
<td>77402</td>
<td>Transfers To/From Strategic Investment Pool.</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted (105 &amp; 110)</td>
<td>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).</td>
</tr>
<tr>
<td>Designated (200, 205, 250 &amp; 255)</td>
<td>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).</td>
</tr>
<tr>
<td>Restricted Expendable (300, 305, 310,</td>
<td>These assets may be fully expended but only for specific purposes identified by the donor or external entity providing the funds.</td>
</tr>
<tr>
<td>350, 355, 360, 400 &amp; 450)</td>
<td></td>
</tr>
<tr>
<td>Restricted Nonexpendable (500 &amp; 501)</td>
<td>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.</td>
</tr>
<tr>
<td>Plant Funds (700, 701, 702, 703, 704,</td>
<td>These represent the university’s net investment in campus facilities, equipment, and infrastructure, net of outstanding debt obligations related to these capital assets.</td>
</tr>
<tr>
<td>720, 750 &amp; 770)</td>
<td></td>
</tr>
<tr>
<td>Agency Funds (900)</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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.

---

### Unrestricted Operating Total

#### Unrestricted Operating Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>Unrestricted Operating</td>
<td>Accounting office only</td>
</tr>
<tr>
<td>000002</td>
<td>Bonds Arbitrage</td>
<td>Accounting office only</td>
</tr>
</tbody>
</table>

#### Unrestricted Operating Reserve Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
<td>Fund balance held for unrestricted use - no expenses are to occur w/in this account</td>
</tr>
<tr>
<td>005002</td>
<td>Non Capital Equipment Reserve</td>
<td>Fund balance held for non-capital equipment purchases - no expenses are to occur w/in this account</td>
</tr>
<tr>
<td>005003</td>
<td>Fringe Benefit Reserve</td>
<td>Fund balance held to cover payroll liabilities - no expenses are to occur w/in this account</td>
</tr>
<tr>
<td>005004</td>
<td>Transportation Plane Reserve</td>
<td>Fund balance held for the transportation plane - no expenses are to occur w/in this account</td>
</tr>
<tr>
<td>005005</td>
<td>Bond Coverage Reserve</td>
<td>Fund balance held for bond coverage - no expenses are to occur w/in this account</td>
</tr>
<tr>
<td>005006</td>
<td>Legal Reserve</td>
<td>Fund balance held for legal liabilities - no expenses are to occur w/in this account</td>
</tr>
</tbody>
</table>

### Designated Operating Total

#### Designated Operating General Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>010002</td>
<td>Designated Operating General</td>
<td>Established to track specific external funding sources and associated expenditures</td>
</tr>
</tbody>
</table>

**Remaining accounts are designate for the propose as specified by each title**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010062</td>
<td>Designated Operating Transportation Plane</td>
</tr>
<tr>
<td>010069</td>
<td>Designated Operating Agriculture Experiment Station (AES)</td>
</tr>
<tr>
<td>010072</td>
<td>Designated Operating Board of Cooperative Educational Services (BOCES)</td>
</tr>
<tr>
<td>010077</td>
<td>Designated Operating Cepham Nair</td>
</tr>
<tr>
<td>010078</td>
<td>Designated Operating Cooperative Extension Services (CES)</td>
</tr>
<tr>
<td>010087</td>
<td>Designated Operating National Center for Atmospheric Research (NCAR)</td>
</tr>
<tr>
<td>010093</td>
<td>Designated Operating Project Residuals</td>
</tr>
<tr>
<td>010104</td>
<td>Designated Operating Tier 1</td>
</tr>
<tr>
<td>010105</td>
<td>Designated Operating Veterans Certification</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>010107</td>
<td>Designated Operating WWAMI HB85</td>
</tr>
<tr>
<td>010108</td>
<td>Designated Operating WWAMI Repayment Fund</td>
</tr>
<tr>
<td>010109</td>
<td>Designated Operating WYDENT Repayment Fund</td>
</tr>
<tr>
<td>010120</td>
<td>Designated Operating WYDENT Tuition Contract Pmt HB85</td>
</tr>
</tbody>
</table>

**Designated Operating Faculty Support Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>050001</td>
<td>Designated Operating Faculty Start up</td>
</tr>
<tr>
<td></td>
<td>Maintains faculty startup funds for period of time to track faculty expenditures</td>
</tr>
<tr>
<td>050002</td>
<td>Designated Operating Faculty Discretionary</td>
</tr>
<tr>
<td></td>
<td>Maintains faculty discretionary funds</td>
</tr>
<tr>
<td>050003</td>
<td>Designated Operating Faculty Development</td>
</tr>
<tr>
<td></td>
<td>Maintains faculty development funds</td>
</tr>
</tbody>
</table>

**Designated Operating Funds from Fees Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>070001</td>
<td>Designated Operating Funds from Fees</td>
</tr>
<tr>
<td></td>
<td>Revenue collected from fees and associated expenditures</td>
</tr>
<tr>
<td>070002</td>
<td>Designated Operating Funds from Course Fees</td>
</tr>
<tr>
<td></td>
<td>Revenue collected from course fees and associated expenditures</td>
</tr>
</tbody>
</table>

**Designated Operating F&A Recovery Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>085001</td>
<td>Designated Operating F&amp;A Recovery</td>
</tr>
<tr>
<td></td>
<td>Track Indirect Cost distribution and expenditures</td>
</tr>
</tbody>
</table>

**Designated Operating Internal Research Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>090001</td>
<td>Designated Operating Internal Research</td>
</tr>
<tr>
<td></td>
<td>Accounting office only</td>
</tr>
</tbody>
</table>

**Designated Operating Cost Share Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>095001</td>
<td>Designated Operating Cost Share</td>
</tr>
<tr>
<td></td>
<td>Accounting office only</td>
</tr>
</tbody>
</table>

***** 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Default</td>
<td>For <strong>NON-EXPENSE</strong> transaction.</td>
</tr>
<tr>
<td>999</td>
<td>Default</td>
<td>For all expenses, this <strong>MUST</strong> be changed to one of the expense categories listed below.</td>
</tr>
<tr>
<td>100</td>
<td>Instruction</td>
<td>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.</td>
</tr>
<tr>
<td>200</td>
<td>Research</td>
<td>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.</td>
</tr>
<tr>
<td>225</td>
<td>Agriculture Experiment Station</td>
<td>This is a subcategory of Research and applies to the research activities of the Agriculture Experiment Station.</td>
</tr>
<tr>
<td>305</td>
<td>Public Service</td>
<td>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.</td>
</tr>
<tr>
<td>315</td>
<td>University of Wyoming Extension</td>
<td>This is a subcategory of the Public Service and applies to the activities of the Cooperative Extension Service.</td>
</tr>
<tr>
<td>400</td>
<td>Academic Support</td>
<td>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.</td>
</tr>
<tr>
<td>500</td>
<td>Student Services</td>
<td>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).</td>
</tr>
<tr>
<td>550</td>
<td>Institutional Support</td>
<td>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.</td>
</tr>
<tr>
<td>600</td>
<td>Operations and Maintenance</td>
<td>Expenses for the administration, supervision, operating, maintenance, preservation and protection of the institution’s physical plant. Expenses include Janitorial and utility services.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>630</td>
<td>Scholarships and Fellowships</td>
</tr>
<tr>
<td>650</td>
<td>Depreciation and Amortization</td>
</tr>
<tr>
<td>700</td>
<td>Auxiliary Enterprise</td>
</tr>
<tr>
<td>750</td>
<td>Athletics</td>
</tr>
<tr>
<td>850</td>
<td>Capital Projects</td>
</tr>
</tbody>
</table>

**Depreciation and Amortization**
Allocation of the cost of capital assets over the useful life of the asset.

**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.

**Athletics**
Expenses for intercollegiate athletics.

**Capital Projects**
Expenses incurred in the construction, renovation or major repair of capital assets.

**Organizations**
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](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](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](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.
Standard Fringe Benefit Rate

As of July 1, 2017, the University of Wyoming has 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 for each of the three categories noted below. The University has utilized a slightly lower amount than authorized by the US Department of Health and Human Services for FY18. However, the full authorized amount will be implemented in FY19.

This change will not affect employee’s personal benefits in any way; it is simply a change to the University’s budgeting mechanisms. Questions may be directed to the Payroll Office (766-3558 or payroll@uwyo.edu).

<table>
<thead>
<tr>
<th>FY2018</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Academic Professional</td>
<td>41.0%</td>
</tr>
<tr>
<td>Staff</td>
<td>51.4%</td>
</tr>
<tr>
<td>Student/Non-Benefited</td>
<td>3.9%</td>
</tr>
</tbody>
</table>

**The Part-time payroll, June 15th–30th earned in FY2018 but paid in July 15th need to be budgeted in FY2019**

Telephone Rates:

<table>
<thead>
<tr>
<th>Monthly Charges</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cortelcom 2730 Single-Line</td>
<td>$30.00</td>
</tr>
<tr>
<td>Uniden TRU5860 Cordless Single -Line</td>
<td>$34.20</td>
</tr>
<tr>
<td>Meridian 2008</td>
<td>$32.10</td>
</tr>
<tr>
<td>Meridian 2616</td>
<td>$37.40</td>
</tr>
<tr>
<td>Meridian 5209</td>
<td>$28.00</td>
</tr>
<tr>
<td>Meridian 5312</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

IT Billing & Fees for Services

<table>
<thead>
<tr>
<th>PC/Apple Maintenance</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and materials (1/2 hour minimum)</td>
<td>$40 per hour</td>
</tr>
<tr>
<td>Non-software installation or setup</td>
<td>$40 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe CLP Program</td>
<td>see current price list</td>
</tr>
<tr>
<td>Microsoft Select Program</td>
<td>see current price lists</td>
</tr>
<tr>
<td>Exceed for Windows</td>
<td>$180</td>
</tr>
<tr>
<td>Exceed maintenance program (current version upgrades)</td>
<td>$27 per year</td>
</tr>
<tr>
<td>SAS</td>
<td>no charge</td>
</tr>
<tr>
<td>SPSS</td>
<td>$215 per user, per device</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Accounts</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special computer accounts</td>
<td>$6.50 per month (6 mo. min.*)</td>
</tr>
<tr>
<td>Generic email-only account</td>
<td>$4 per month (6 mo. min.*)</td>
</tr>
<tr>
<td>FTP-only account</td>
<td>no charge**</td>
</tr>
</tbody>
</table>
* 6 month minimum payment does not apply to UW affiliates
** reasonable justification required

<table>
<thead>
<tr>
<th>Consulting Fees</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems</td>
<td></td>
</tr>
<tr>
<td>General consulting</td>
<td>$70 per hour</td>
</tr>
<tr>
<td>Oracle consulting</td>
<td>$70 per hour</td>
</tr>
<tr>
<td>Telecommunications &amp; Systems Services</td>
<td></td>
</tr>
<tr>
<td>General consulting</td>
<td>$70 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Computer Labs</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed pages</td>
<td>$.05 per page</td>
</tr>
<tr>
<td>Color laser prints (white paper)</td>
<td>$.25 per page</td>
</tr>
<tr>
<td>Color transparencies</td>
<td>$1.25 per page</td>
</tr>
<tr>
<td>Lab node installation</td>
<td>$15 per hour</td>
</tr>
<tr>
<td>Lab staffing, per staff member</td>
<td>$8 per hour</td>
</tr>
<tr>
<td>Lab software installation</td>
<td>$15 per hour</td>
</tr>
<tr>
<td>UWStudent lab account setup for conferences, per individual</td>
<td>$5</td>
</tr>
<tr>
<td>Warranty maintenance of lab node</td>
<td>$25 per year</td>
</tr>
<tr>
<td>Non-warranty maintenance of lab node</td>
<td>$15 per hour</td>
</tr>
<tr>
<td>Fraternity/sorority computer network setup fee</td>
<td>$35 per hour</td>
</tr>
<tr>
<td>Setup/maintain departmental laptops for student use</td>
<td>$15 per hour</td>
</tr>
<tr>
<td>Maintenance fee</td>
<td>$50 per fiscal year</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Classroom Technology Support</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom technology support for events, non-business hours</td>
<td>$25 per hour</td>
</tr>
<tr>
<td>WyoCast Mobile Recording System, operations</td>
<td>$50 per hour</td>
</tr>
<tr>
<td>(1 hour minimum)</td>
<td></td>
</tr>
<tr>
<td>(see event classification definitions)</td>
<td></td>
</tr>
<tr>
<td>WyoCast Mobile Recording System, setup and take down (mandatory for all mobile recording sessions)</td>
<td>$30</td>
</tr>
<tr>
<td>WyoCast Multi-Camera Option</td>
<td>$75 per hour</td>
</tr>
<tr>
<td>Onsite technical support for non-classroom spaces</td>
<td>$25 per hour</td>
</tr>
<tr>
<td>(1 hour minimum)</td>
<td></td>
</tr>
<tr>
<td>Instructional technology design and installation consulting fees, non-classroom</td>
<td>$50 per hour</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Training</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop sessions offered by IT professionals</td>
<td>$0 - $45 per class</td>
</tr>
<tr>
<td>Specialized training requests</td>
<td>more Information</td>
</tr>
<tr>
<td>Workshop modules only</td>
<td>$0 - $45</td>
</tr>
<tr>
<td>ITC Training Room Usage, one-time</td>
<td>see Pricing &amp; Guidelines</td>
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<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late return fees for software and hardware</td>
<td>$30</td>
</tr>
<tr>
<td>Computer imaging - additional division image</td>
<td>$150</td>
</tr>
<tr>
<td>Computer imaging maintenance fee</td>
<td>$50 per year</td>
</tr>
</tbody>
</table>
Restoration of user deleted data on all IT servers  
(see note 4, below)  
$40 per hour

Restore student network connection, per incident  
(plus parts)  
$25

Unsupported standards (hardware and software) installation and configurations  
$40 per hour

1. Charges for new wiring and line repair include labor ($45.00/hr) plus materials. Cost estimates are provided at no charge for new wiring and cabling.

2. One-time charges do not apply for disconnection of any type of service.

3. Telephone sets are provided to departments as part of the monthly line charge. All damaged, lost or stolen telephone sets are the responsibility of the department being billed. Departments are charged for repair or replacement of any damaged or stolen telecommunications equipment and telephone sets issued to them.

4. All servers including: UW Student, UW Administrative, and WWW

100 Mbps service is not available in all campus locations

---

**Fees for Data Services for Departments**

<table>
<thead>
<tr>
<th>Network Connections</th>
<th>Monthly</th>
<th>One-Time</th>
</tr>
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<tbody>
<tr>
<td>Data Connection Moves, Card Swaps &amp; Coax to 10BaseT</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Ethernet jack/VOIP activation (building wiring extra, if needed)</td>
<td>$245.00</td>
<td></td>
</tr>
<tr>
<td>UW affiliates jack activation (building wiring extra, if needed)</td>
<td>$295.00</td>
<td></td>
</tr>
<tr>
<td>Gigabit data port (where available) activation, Administrative</td>
<td>$345.00</td>
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</tr>
<tr>
<td>Gigabit data port (where available) activation, UW Affiliates</td>
<td>$395.00</td>
<td></td>
</tr>
<tr>
<td>Upgrade 10/100 Mbps port to Gigabit port</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

(where available)

| Problem Service Charges                  | $50.00 per hr |
| Cards, Cables, Transceivers, Misc. Equipment | Prices Vary     |
| Ethernet Connection (U.W. Affiliates)    | $14.50       |
| Ethernet Connection                      | $9.50        |

(self-sustaining enterprises - UW administration)

<table>
<thead>
<tr>
<th>Computer Accounts</th>
<th>Monthly</th>
<th>One-Time</th>
</tr>
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<tbody>
<tr>
<td>Special Computer Accounts (6 mo. minimum)</td>
<td>$6.50</td>
<td></td>
</tr>
<tr>
<td>Generic Email Accounts (6 mo. minimum)</td>
<td>$4.00</td>
<td></td>
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<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Monthly</th>
<th>One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-UWYO Domain Web site hosting &amp; DNS service</td>
<td>$100 per yr</td>
<td></td>
</tr>
<tr>
<td>Exchange Calendar Resource</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>H.323 Video Endpoint DID Number</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>ITC Data Center Co-Location Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Move-In Costs)</td>
<td>(<a href="http://www.uwyo.edu/infotech/aboutit/itc/dc/coloinfo.asp">www.uwyo.edu/infotech/aboutit/itc/dc/coloinfo.asp</a>)</td>
<td></td>
</tr>
</tbody>
</table>

11/15/2017  
Budget Office
Note: New wiring and line repair is charged at labor ($45.00/hour) plus materials. Cost estimates are provided at no charge for any new wiring and cabling.

100 Mbps service is not available in all campus locations.

**Fees for Voice Services and Products**

<table>
<thead>
<tr>
<th>Basic/Single Line Phone Sets</th>
<th>Monthly</th>
<th>+One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORTELCO 2730 (handsfree, display)</td>
<td>$30.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Trimline (public phones &amp; housing)</td>
<td>$22.10</td>
<td>$45.00</td>
</tr>
<tr>
<td>Touchtone (wall phone)</td>
<td>$21.60</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multi-Line Phone Sets with Displays</th>
<th>Monthly</th>
<th>+One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meridian 2008 (8 button business set)</td>
<td>$32.10</td>
<td>$45.00</td>
</tr>
<tr>
<td>Meridian 2616 (16 button business set)</td>
<td>$37.40</td>
<td>$45.00</td>
</tr>
<tr>
<td>Meridian 5209 (9 button business set)</td>
<td>$28.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Meridian 2317</td>
<td>$34.70</td>
<td>$45.00</td>
</tr>
<tr>
<td>Meridian 5216</td>
<td>$33.60</td>
<td>$45.00</td>
</tr>
<tr>
<td>Meridian 5312 (12 button business set)</td>
<td>$30.00</td>
<td>$45.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cordless Phone Sets</th>
<th>Monthly</th>
<th>+One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniden TRU5860 (display, handsfree)</td>
<td>$34.20</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voice over Internet Protocol (VoIP)</th>
<th>Monthly</th>
<th>+One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco 7911/7912 (single line set, charge includes phone and 1 workstation)</td>
<td>$27.90</td>
<td></td>
</tr>
<tr>
<td>Cisco 7940 (single line set, handsfree, charge includes phone and 1 workstation)</td>
<td>$33.20</td>
<td></td>
</tr>
<tr>
<td>Cisco 7960 (single line set, handsfree, charge includes phone and 1 workstation)</td>
<td>$34.20</td>
<td></td>
</tr>
<tr>
<td>Cisco 7841 (single line gigabit)</td>
<td>$43.80</td>
<td></td>
</tr>
<tr>
<td>Cisco 7945 (2 line gigabit phone set)</td>
<td>$45.40</td>
<td></td>
</tr>
<tr>
<td>Cisco 7961 (6 line gigabit phone set)</td>
<td>$48.00</td>
<td></td>
</tr>
<tr>
<td>Cisco 8945 (4 line gigabit video phone set)</td>
<td>$47.80</td>
<td></td>
</tr>
<tr>
<td>Upgrade to Cisco gigabit phone set</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td>Cisco line only (for FAX and TTY)</td>
<td>$21.10</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Monthly</th>
<th>+One-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridged Line – Single Line Off A Single Line</td>
<td>Starting at $8 $45.00</td>
<td></td>
</tr>
<tr>
<td>Bridged Line Requiring Multi Set Types</td>
<td>Varies by Set $45.00</td>
<td></td>
</tr>
<tr>
<td>Line with No Telephone Set Type (FAX)</td>
<td>$21.10</td>
<td>$45.00</td>
</tr>
<tr>
<td>Interbuilding Twisted Pair Circuit - Without Dialtone</td>
<td>$10.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

11/15/2017
<table>
<thead>
<tr>
<th>Service</th>
<th>Regular Price</th>
<th>One-Time Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interbuilding Fiber Pair Circuit</td>
<td>$30.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Line Moves and Set Changes (minimum)</td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Primary Number Change/Swap</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>(field tech not required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPX (766 Extension Located Off-Campus)</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Additional Lines (two or more)</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>ISDN</td>
<td>$39.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Intra Campus T-1 Lines</td>
<td>$20.00</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(equip. costs extra, ~$500)</td>
</tr>
<tr>
<td>1-800 or 888 Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1FB - Measured Business Line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(features extra)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Fee (1FB, cellular and circuit services)</td>
<td></td>
<td>$1.00 per line</td>
</tr>
<tr>
<td>Additional DID (766+) Number</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Listings in the Laramie White Pages (CenturyLink)</td>
<td>$6.00</td>
<td>$19.50</td>
</tr>
<tr>
<td><strong>Voice Features</strong></td>
<td>Monthly</td>
<td>+One-Time</td>
</tr>
<tr>
<td>Line Features (Forwarding, Pick-up, Ring Again, etc.)</td>
<td>Free</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Caller ID</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Student Call Waiting ID</td>
<td>$1.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Rebill cost for collect calls accepted by students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Voice Mail</strong></td>
<td>Monthly</td>
<td>+One-Time</td>
</tr>
<tr>
<td>Recorded Announcement</td>
<td>$6.00</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Auto Attendants</strong></td>
<td>Monthly</td>
<td>+One-Time</td>
</tr>
<tr>
<td>Choice of 1 mailbox or 1 announcement</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>2-4 mail boxes and/or announcements (combined, totaling no more than 4)</td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>5-7 mail boxes and/or announcements (combined, totaling no more than 7)</td>
<td>$30.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>8-10 mail boxes and/or announcements (combined, totaling no more than 10)</td>
<td>$40.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>10-12 mail boxes and/or announcements (combined, totaling no more than 12)</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Voice Menu with additional announcements or mailbox(s) - each additional choice.</td>
<td>$6.50</td>
<td></td>
</tr>
<tr>
<td><strong>Unified Messaging Voice Mail</strong></td>
<td>Monthly</td>
<td>+One-Time</td>
</tr>
<tr>
<td>Exchange Unified Messaging (voice mail / email integration)</td>
<td>$6.80</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

1. New wiring and line repair is charged at labor ($45.00/hour) plus materials. Cost estimates are provided at no charge for any new wiring and cabling.
2. One Time Charges do not apply for disconnection of any type of service.
3. Telephone sets are provided to departments as part of the monthly line charge. All damaged, lost or stolen telephone sets are the responsibility of the billed department. Departments are charged for the repair or replacement of any damaged or stolen telecommunications equipment in their possession including telephone sets.

Additional information:
http://www.uwyo.edu/infotech/services/telephones/hardware/adphonesets.asp
<table>
<thead>
<tr>
<th>Organization</th>
<th>Designated</th>
<th>Grant</th>
<th>Restricted</th>
<th>Unrestricted</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic &amp; Student Programs</td>
<td></td>
<td></td>
<td></td>
<td>$2,497.20</td>
<td>$2,497.20</td>
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<tr>
<td>Accounting &amp; Finance</td>
<td></td>
<td>$6,672.00</td>
<td></td>
<td>$6,672.00</td>
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<tr>
<td>Accounting Office</td>
<td>$1,215.60</td>
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<td>$5,174.40</td>
<td>$6,390.00</td>
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<td>Admissions</td>
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<td>$19,848.96</td>
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<tr>
<td>Agriculture &amp; Applied Economics</td>
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<td>$8,427.60</td>
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<td>Agriculture Experiment Station</td>
<td>$2,577.12</td>
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<td>Air Force ROTC</td>
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<td>American Heritage Center</td>
<td>$1,622.40</td>
<td>$21,186.48</td>
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<td>$23,150.88</td>
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<td>American Studies &amp; History</td>
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<td>$5,493.60</td>
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<td>$7,144.80</td>
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<td>Animal Science</td>
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<td>$13,744.44</td>
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<td>$13,744.44</td>
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<tr>
<td>Anthropology</td>
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<td>$2,965.32</td>
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<tr>
<td>Anthropology Repository</td>
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<td>$1,506.00</td>
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<tr>
<td>Application &amp; Database Services</td>
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<td>$37,933.85</td>
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<tr>
<td>Army ROTC</td>
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<td>$6,309.36</td>
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<td>$6,309.36</td>
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<tr>
<td>Associate Vice President of Human Resources</td>
<td></td>
<td>$10,350.84</td>
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<td>$10,350.84</td>
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<tr>
<td>ASUW</td>
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<tr>
<td>Athletics Business Office</td>
<td>$2,515.92</td>
<td></td>
<td>$2,898.00</td>
<td>$5,413.92</td>
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<tr>
<td>Athletics Facilities</td>
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<td>$4,581.72</td>
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<td>Atmospheric Science</td>
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<td>$15,505.68</td>
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<td>$24,491.40</td>
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<tr>
<td>Audio &amp; Visual Services</td>
<td></td>
<td>$789.60</td>
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<tr>
<td>Auxiliary Services Directors Office</td>
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<td>$99,766.12</td>
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<tr>
<td>AVP of Fiscal Administration</td>
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<td>$13,962.00</td>
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<td>Berry Center</td>
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<td>$7,056.96</td>
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<td>$7,282.92</td>
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<tr>
<td>Botany</td>
<td>$6,281.52</td>
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<td>$4,398.12</td>
<td>$10,679.64</td>
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<tr>
<td>Budget &amp; Institutional Planning</td>
<td></td>
<td>$3,855.12</td>
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<tr>
<td>Building Automation</td>
<td></td>
<td>$312.00</td>
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<td>$312.00</td>
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<tr>
<td>Business Services</td>
<td></td>
<td>$4,201.20</td>
<td></td>
<td>$4,201.20</td>
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<tr>
<td>Campus Recreation</td>
<td>$78.00</td>
<td></td>
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<td>$35,856.48</td>
<td>$35,934.48</td>
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<tr>
<td>Center for Advising &amp; Career Services</td>
<td></td>
<td>$10,062.72</td>
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<td>$10,062.72</td>
<td></td>
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<tr>
<td>Central Energy Plant</td>
<td></td>
<td>$4,479.36</td>
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<td>$4,479.36</td>
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<tr>
<td>Central Scheduling</td>
<td>$1,171.20</td>
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<tr>
<td>Chemical Engineering</td>
<td>$1,584.72</td>
<td>$1,128.00</td>
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<td>$2,712.72</td>
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<tr>
<td>Chemistry</td>
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<td>$11,050.80</td>
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<td>$11,050.80</td>
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<tr>
<td>Civil &amp; Architectural Engineering</td>
<td>$4,165.20</td>
<td>$4,625.04</td>
<td>$2,719.20</td>
<td>$6,327.60</td>
<td>$17,837.04</td>
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<tr>
<td>Client Support Services</td>
<td></td>
<td>$28,774.56</td>
<td></td>
<td>$28,774.56</td>
<td></td>
</tr>
<tr>
<td>College of Agriculture &amp; Natural Resources Deans Office</td>
<td></td>
<td>$7,344.00</td>
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The budgeted amount for each department is an estimate of costs based on the department’s current services as of November 1, 2017. Estimated charges include, but are not limited to: phones, data, storage and special accounts. Charges that have not been estimated may include, but are not limited to: monthly charges for new services, activations, programming changes, moves, wiring or other one-time fees. The Telecom estimated charges are not final and will vary based on activity and usage.

It is each department’s responsibility to review the estimated costs provided, forecast any changes, and notify Mia Langworthy (766-4901; mgraaff@uwyo.edu) or Margaux Christensen (766-4808; margauxc@uwyo.edu) with significant variances. For instructions on how to view your Telecom statement, please go to https://uwyo.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9755.
Motor Pool Vehicles and Rates

Flat Daily Rates (effective July 1, 2015)

A flat fee per day of use will be charged with actual gas consumption being the responsibility of the renter’s department.

Have a question about gas receipts or other items? Please see our FAQ’s.

These rental rates include: Insurance, Repairs, and Roadside Assistance.

### Fleet Services Carpool Rental Rates

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<tr>
<th>Vehicle Type</th>
<th>Rate Type</th>
<th>Rate</th>
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<td><strong>Standard &amp; Full-size Sedan</strong></td>
<td>Daily</td>
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<td>Weekly (7 days)</td>
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<td><strong>4X4 Utility &amp; FWD Minivan</strong></td>
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<td>4X4 Utility &amp; FWD Minivan</td>
<td>Long term</td>
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<td>Daily</td>
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<td>Weekly (7 days)</td>
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<td>Monthly (30 days)</td>
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<td><strong>Large SUV</strong></td>
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<td>Large SUV</td>
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Budget Office Procedure
For:

Chart of Accounts- Requesting an Organization

Purpose:
To outline the process of requesting an additional Organization value for use in the University’s chart of accounts.

An Organization segment 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.

Procedure(s):
1. Review the current lists provided at the following websites for use:

2. If an additional Organization is still needed, please submit the following information to budgetoffice@uwyo.edu:
   - Organization title
   - Subdivision the Organization will be structure under
   - Purpose
   - Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.
Budget Office Procedure
For:

Chart of Accounts- Program and/or Activity Request

Purpose:
To outline the process of requesting additional Programs and/or Activities values for use in the University’s chart of accounts.

Program-The segment pertains to the unique specialization (e.g. Recruitment, International Studies, and 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. (example- commencement)

Activity- The 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.

Procedure(s):
1. Review the current lists provided at the following websites for use:
   Program- [http://www.uwyo.edu/wyocloud/_files/docs/coa/updates/program-segment.pdf](http://www.uwyo.edu/wyocloud/_files/docs/coa/updates/program-segment.pdf)

2. If an additional Program and/or Activity are still needed, please submit the following information to budgetoffice@uwyo.edu:
   - Name of Program and/or Activity
   - Purpose
   - Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.
PURPOSE

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

DEFINITIONS

Administrative Officer: Includes the Provost and Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Governmental and Community Affairs, 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, and the General Counsel.

Division: Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the Office of Governmental and Community Affairs, 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 (1) salaries, wages, and benefits; (2) services, travel and entertainment, and supplies; (3) student financial aid; (4) utilities, repairs and maintenance, and rentals; (5) interest, claims, and other expenses; and (6) non-operating expenditures.

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, selfgenerated funds); (2) Designated Operating Funds (i.e., line-item or special state appropriations, designated fee revenue); and (3) Restricted Operating Funds (i.e., sponsored contracts and grants, foundation gift and endowment payout funds). 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).

**POLICY**

**A.** At least sixty (60) days prior to the beginning of each fiscal year, each Administrative Officer shall present to the President of the University and the Budget Committee of the Board of Trustees (“Board”) the proposed budget for their Division 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 transfer between Units within a Division, between Divisions, or between Expenditure Classifications, an amount not to exceed ten percent (10.0%) of the respective budget or $100,000.00, whichever is less, per single transfer. Prior Board approval is required for any single transfer which exceeds a fiscal year cumulative transfer of fifteen percent (15.0%) of the respective budget or $200,000.00, whichever is less. All other transfers of any nature require prior Board approval.

**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).

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

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


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

**History:** Adopted 5/10/2017 Board of Trustees meeting
Budget Office Procedure
For:

Internal Allocation and Transfer Request

**Purpose:** To provide guidance on the internally allocation/transfer of fund between department and/or division in the WyoCloud Financial System.

**Internal Allocations & Sales Rollup Internal Service Allocation Grouping (IDT)**

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.)

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.)

76003 Internal Service Allocation: Other Inter Unit/Center Allocations Grouping
- Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601)

76601 Internal Sales Auxiliaries
- Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.)

Inter-Unit and Intra-Unit Allocations should only be used with the Unrestricted Operating and Designated Operating Fund Sources; these transfers must be transfer TO/From same fund class of fund source: Unrestricted Operating to Unrestricted Operating, Designated Operating to Designated Operating for allocations or transfer needs. They are NOT to be used for foundation held funds or grants.

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.).

76401 Intra College Allocations Internal Sales Auxiliaries Grouping
- 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).

**Provisions for Replacement & Depreciation Grouping**

77001 Provisions for Facility Renewal
- Maintenance and improvement of facilities for the current purpose (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves)

77002 Provisions for Non facility Renewal (capital project)
- New capital equipment projects or repurposing of existing capital assets (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves)

77003 Transfers To/From Plant Fund Project Related
- Transfers to/from reserve accounts

**Transfers To/From Operations Grouping:** these are transfers To/From Unrestricted Operating, Designated Operating and Unrestricted Operating Reserve. They are NOT to be used for foundation held funds or grants.

77401 Non mandatory Transfers To/From Operations Funds
Procedures

1. Stakeholders will submit the transfer request form located in Budget Office Website (see below sample) to the Budget Office via email.

http://www.uwyo.edu/administration/fiscal/budget

<table>
<thead>
<tr>
<th>Entity</th>
<th>Account</th>
<th>Fund Class</th>
<th>Fund Source</th>
<th>Organization</th>
<th>Exp Class</th>
<th>Program</th>
<th>Activity</th>
<th>Future</th>
<th>Debt</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>0000</td>
<td>0000</td>
<td>0</td>
<td>0</td>
<td>0000</td>
</tr>
</tbody>
</table>

Explanation for the Transfer:

Total  -  -

2. Once Budget Office approves the transfer request, it will be forwarded to Accounting Office for process.
Standard Administrative Procedure (SAP)
For:

Property Disposal

**Purpose:** To provide guidance on the proper disbursement/disposal of university surplus property.

All sales revenue will be distributed 80%/20%. 80% to Dean/Division level reserve account, and 20% will remain with the Material Services-UW Operations as a handling fee. The Fleet vehicle disposal distribution rate will be 90%/10% or $150.00 (whichever is greater). 90% to Dean/Division level reserve account and 10% or $150.00 (whichever is greater) will remain with the Fleet Office as a handling fee.


<table>
<thead>
<tr>
<th>Dean/Division Level Reserve:</th>
<th>Organization #</th>
<th>Fund Source #</th>
<th>Fund Source Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>10001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Administration</td>
<td>20001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Athletics</td>
<td>90001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Agriculture</td>
<td>12001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Arts &amp; Science</td>
<td>13001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Business</td>
<td>14001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Education</td>
<td>15001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>16001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Health Science</td>
<td>17001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>College of Law</td>
<td>18001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>General Counsel Division</td>
<td>80001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Governmental &amp; Community Affairs Division</td>
<td>60001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Information Technology Division</td>
<td>40001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Office of the President</td>
<td>00011</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Research &amp; Economic Development Division</td>
<td>70001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>30001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>University Libraries Unit</td>
<td>19001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
<tr>
<td>UW Foundation Division</td>
<td>50001</td>
<td>005001</td>
<td>Unrestricted Operating Reserve</td>
</tr>
</tbody>
</table>
Requesting Budget Exception Procedure

**Purpose:**
To outline the process for developing a budget exception request for the upcoming budget year.

A budget exception request asks for increases in funding that are outside the current scope of FY19 budget, that is not been approved by Vice President, President, and or by the Board of Trustee. (i.e. to maintain current level of services, special onetime projects, and to provide new services).

**Example:** New position funding that has not previously approved by the Provost in FY18.

**Procedure(s):**

1. Please create an expenditure budget in the WyoCloud Planning & Budgeting by using following funding string:
   
   **Entity-XXXXXX-105-000001-ORG-001-9999-XXXX**

2. Your request will be reviewed through the budget process procedure and the final approval request will then be submitted to Board of Trustees as part of the budget request for FY19.

---

Requesting a Account String for Payroll

**Purpose:**
To provide a **NEW** payroll account string for Payroll use (a new combo code) to load benefited position funding.

**Procedure(s):**

1. Stakeholders will submit the request form located in Payroll Office Website [http://www.uwyo.edu/administration/fiscal/payroll](http://www.uwyo.edu/administration/fiscal/payroll) to Payroll Office.

```
<table>
<thead>
<tr>
<th>UW_ENTITY</th>
<th>UW_CLDACCOUNT</th>
<th>UW_FUND_CLASS</th>
<th>UW_FUND_SOURCE</th>
<th>UW_ORG</th>
<th>UW_EXPENSE_CLASS</th>
<th>UW_PROGRAM</th>
<th>UW_ACTIVITY</th>
<th>FUTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10001</td>
<td>105</td>
<td>000001</td>
<td>00001</td>
<td>001</td>
<td>000001</td>
<td>000001</td>
<td>0</td>
</tr>
</tbody>
</table>
```
MAIN MENU > SET UP HRMS > PRODUCT RELATED > COMMITMENT ACCOUNTING > BUDGET INFORMATION > DEPARTMENT BUDGET TABLE USA

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Enter only the **Current Fiscal Year** and the 4 digit Benefited Position Number – entering any other data will result in nothing being returned. You will only be able to see positions that are currently assigned to the Department(s) you have security to view.
If you get this message - email the Budget Office (kdempsy@uwyo.edu) the position number you were working.

11/15/2017

Budget Office
Otherwise the page should look like this:

Click on the Dept Budget Earnings Tab

If the funding is correct as displayed you don’t need to do anything and the position will be paid as indicated.

Just a reminder on the format of the Combination Code:

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10| 11| 12| 13| 14| 15| 16| 17| 18| 19| 20| 21| 22| 23| 24| 25|
| Fund Class | Fund Source | Organization | Expense Class* | Program | Sequence* |

11/15/2017

Budget Office
For a non-project WyoCloud string, there are more fields (characters) than can be displayed in the Combination Code, so Entity and Activity are not included as part of the combo code. Instead there is a sequence number which will reflect if there are combinations of the codes listed above, plus either a different entity or activity. On the look up table you will need to look at the entire WyoCloud Account Code to make sure you are selecting the correct Combination Code for all of the fields.

The first WyoCloud string that gets loaded for any combination of the first five fields (Fund Class – Program) will always have a Sequence of 0001. Any subsequent strings that are loaded that have the same first five fields, but a different entity or activity will have a different sequence number generated. So, if there 4 strings with the same first five fields, but 4 different activity values, the sequence number will be 0001 through 0004.

Examples:

(1)

<table>
<thead>
<tr>
<th>Fund Class</th>
<th>Fund Source</th>
<th>Organization</th>
<th>Expense Class</th>
<th>Program</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>00001</td>
<td>22201</td>
<td>550**</td>
<td>0000</td>
<td>0001*</td>
</tr>
</tbody>
</table>

*Entity 10

*Activity 0000

105-000001-22201-550-0000-0001

Combination Code: 10500000122201550000000001

(2)

<table>
<thead>
<tr>
<th>Fund Class</th>
<th>Fund Source</th>
<th>Organization</th>
<th>Expense Class</th>
<th>Program</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>00001</td>
<td>22201</td>
<td>100**</td>
<td>0000</td>
<td>000W*</td>
</tr>
</tbody>
</table>

*Entity 10

*Activity 9622

105-000001-22201-550-0000-000W

Combination Code: 1050000012220155000000000W
If you need to add or change the funding:

Insert a new effective dated row by clicking on the +

A new row will be created exactly like the previous one, except with today’s date in the Effective Date field.

Effecti...
Click on the ChartField Details link

The current Combination Code will be displayed, to change this code click the magnifying glass.

When you search for a Combination Code, you will see something like this for non-project funds:

(% is a wild card so the system will return anything like the values indicated – in this example it will return any combination code that contains 22201 anywhere in the combination code)

The middle section - WyoCloud Account Code – will show the Chart of Account values that you need to use to select the correct combination code (the second field in the string (60001, 60202, etc.) is not used as part of Chart of Accounts and should be ignored):
<table>
<thead>
<tr>
<th>WyoCloud Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-60202-105-000001-22201-001-0000-9633-0</td>
</tr>
<tr>
<td>10-60202-105-000001-22201-001-0000-9634-0</td>
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<tr>
<td>10-60202-105-000001-22201-001-0000-9635-0</td>
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<td>10-60202-105-000001-22201-001-0000-9636-0</td>
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<tr>
<td>10-60202-105-000001-22201-001-0000-9641-0</td>
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<tr>
<td>10-60202-105-000001-22201-305-0000-0000-0</td>
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<td>10-60202-105-000001-22201-400-0000-0000-0</td>
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<td>10-60202-105-000001-22201-500-0000-0000-0</td>
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<tr>
<td>10-60202-105-000001-22201-550-0000-0000-0</td>
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<tr>
<td>10-60202-105-000001-22201-600-0000-0000-0</td>
</tr>
<tr>
<td>10-60202-105-000001-22201-700-0000-0000-0</td>
</tr>
</tbody>
</table>

- Entity
- Fund Code
- Fund Source
- Organization
- Expense Class
- Program
- Activity
### FY18 PEOPLESOFT COMBINATION CODE LEGEND

#### PROJECT FUNDS

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Id</td>
<td>Organization</td>
<td>Task</td>
<td>Sequence*</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Sequence for Projects should always be 0001.

**Examples:**

1. **Project Id** | **Organization** | **Task** | **Sequence**
   - 1001302 | 16611 | 1 | 0001

   **Combination Code: 1001302-16611-1-0001**

2. **Project Id** | **Organization** | **Task** | **Sequence**
   - VARSPN46408 | 13501 | 1 | 0001

   **Combination Code: VARSPN46408-13501-1-0001**

When you search for a Combination Code, you will see something like this for project funds:

*(% is a wild card so the system will return anything like the values indicated – in this example it will return any combination code that contains 10013 anywhere in the combination code)*
The middle section - WyoCloud Account Code – will show the Chart of Account values that you need to use to select the correct combination code:

- Project Id
- Organization
- Task
You should now see the selected Combination Code.

If you need to enter another Combination Code, click on the +

You will need to enter the Funding End Date and Distribution %, then click the Chartfields Detail Link and repeat the previous steps to select the Combination Code.

You may enter multiple Effective Dates and multiple Combination Codes, but each Effective Date must total to 100%.

Save the Record.

Errors for Budget Cap, Effective Dates, Funding End Dates or Percentages will now be displayed, fix as needed.

If you have any questions or problems, please contact Sheralyn Farnham at 766-3558 or email farnham@uwyo.edu or Kathy Dempsey at 766-4897 or email kdempsy@uwyo.edu
For addition HRMS Guides and Reports are located at Payroll Office
http://www.uwyo.edu/administration/fiscal/payroll

**FY2019 Operating Budget Timeline**

<table>
<thead>
<tr>
<th>Description</th>
<th>Target Date (EOB) unless noted otherwise</th>
</tr>
</thead>
<tbody>
<tr>
<td>WyoCloud Planning and Budgeting WyoCloud Planning &amp; Budgeting (WyoCloud Planning) module released/opened module opened</td>
<td>January 22nd</td>
</tr>
<tr>
<td>5:00pm <strong>Non-Academic Affairs Units’ FY2018 forecast</strong> due to the Budget Office</td>
<td>February 9th</td>
</tr>
<tr>
<td><strong>Academic Affairs Units’ FY2018 forecast</strong> due to the Budget Office</td>
<td>February 16th</td>
</tr>
<tr>
<td><strong>Non-Academic Affairs Units’ FY2019 budgets</strong> due to the Budget Office</td>
<td>March 5th</td>
</tr>
<tr>
<td>Materials due to Board of Trustee’s for FY2018 budget amendments</td>
<td>March 7th</td>
</tr>
<tr>
<td><strong>Academic Affairs Units’ FY2019 budgets</strong> due to the Budget Office</td>
<td>March 12th</td>
</tr>
<tr>
<td>Data migration to Budget Office version in WyoCloud Planning</td>
<td>March 12th</td>
</tr>
<tr>
<td>Budget Office review</td>
<td>May 12 - 16th</td>
</tr>
<tr>
<td>Data migration to Executive Council version in WyoCloud Planning</td>
<td>March 19th</td>
</tr>
<tr>
<td><strong>Division/College budget review sessions with President, VPs, and Deans</strong></td>
<td>March 19 - April 6th</td>
</tr>
<tr>
<td><strong>Board of Trustee’s meeting</strong> (Main topic: FY2018 budget amendments)</td>
<td>March 21 - 23rd</td>
</tr>
<tr>
<td>8:00am Data migration to President's version in WyoCloud Planning</td>
<td>April 9th</td>
</tr>
<tr>
<td>President’s review</td>
<td>April 9 - 13th</td>
</tr>
<tr>
<td>Data migration to Board of Trustee’s version in WyoCloud Planning</td>
<td>April 16th</td>
</tr>
<tr>
<td>FY19 Budget materials are due to the BOT</td>
<td>April 16th</td>
</tr>
<tr>
<td><strong>Division &amp; College budget hearings with Board of Trustees Budget Committee</strong></td>
<td>May 7 - 8th</td>
</tr>
<tr>
<td><strong>Board of Trustee’s conference call</strong></td>
<td>June 13th</td>
</tr>
<tr>
<td>Data migration to Final BOT approved version in WyoCloud Planning &amp; FY2019 Budgetary Control in WyoCloud Financial Management</td>
<td>June 29th</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
</tr>
<tr>
<td>A_40001:Tuition Undergraduate Resident</td>
<td></td>
</tr>
<tr>
<td>A_40002:Tuition Undergraduate Non resident</td>
<td></td>
</tr>
<tr>
<td>A_40005:Tuition Undergraduate Resident Distance</td>
<td></td>
</tr>
<tr>
<td>A_40006:Tuition Undergraduate Non Resident Distance</td>
<td></td>
</tr>
<tr>
<td>A_D4000:Tuition Undergraduate Grouping</td>
<td></td>
</tr>
<tr>
<td>A_40101:Tuition Graduate Resident</td>
<td></td>
</tr>
<tr>
<td>A_40102:Tuition Graduate Non resident</td>
<td></td>
</tr>
<tr>
<td>A_40105:Tuition Graduate Resident Distance</td>
<td></td>
</tr>
<tr>
<td>A_40106:Tuition Graduate Non resident Distance</td>
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<tr>
<td>A_D4010:Tuition Graduate Grouping</td>
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</tr>
<tr>
<td>A_40151:Tuition Professional Business Resident</td>
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</tr>
<tr>
<td>A_40152:Tuition Professional Business Non Resident</td>
<td></td>
</tr>
<tr>
<td>A_40153:Tuition Professional Law Resident</td>
<td></td>
</tr>
<tr>
<td>A_40154:Tuition Professional Law Non Resident</td>
<td></td>
</tr>
<tr>
<td>A_40155:Tuition Professional Health Sciences Resident</td>
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<tr>
<td>A_40156:Tuition Professional Health Sciences Non Resident</td>
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<tr>
<td>A_40157:Tuition Professional Distance Resident</td>
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<td>A_40158:Tuition Professional Distance Non Resident</td>
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<td>A_D4015:Tuition Professional Grouping</td>
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<tr>
<td>A_40201:Tuition Resident Conversion</td>
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<td>A_40202:Tuition NonResident Conversion</td>
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<tr>
<td>A_40203:Tuition Conversion</td>
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<tr>
<td>A_40204:Tuition Pre College</td>
<td></td>
</tr>
<tr>
<td>A_40205:Tuition Study Abroad</td>
<td></td>
</tr>
<tr>
<td>A_40206:Tuition Other</td>
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<tr>
<td>A_D4020:Tuition Other Grouping</td>
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<tr>
<td>A_C4000:Tuition Rollup</td>
<td></td>
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<tr>
<td>A_40301:Tuition Waivers</td>
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<tr>
<td>A_40302:Financial Aid Undergraduate</td>
<td></td>
</tr>
<tr>
<td>A_40303:Financial Aid Graduate</td>
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</tr>
<tr>
<td>A_40304:Financial Aid Professional</td>
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</tr>
<tr>
<td>A_40305:Financial Aid Other</td>
<td></td>
</tr>
<tr>
<td>A_40306:Financial Aid Room &amp; Board</td>
<td></td>
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<td>A_C4040: Educational Fees Rollup</td>
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**A_B4000: Tuition & Educational Fees**

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<td>A_41003: Gift Card Sales</td>
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<td>A_41010: Clinic Income Revenue</td>
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<td>A_41020: Food Service Sales Catering Concessions</td>
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<td>A_41022: Advertising Sales/Sponsorship Revenue</td>
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**A_D4100: Room & Board & Other Auxiliary Services Net Grouping**

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<td>A_41507: Professional &amp; Tech Services Revenue</td>
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<td>A_41508: School Overhead Distribution</td>
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<td>A_41510: Utility Sales Revenue</td>
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<td>A_41512: General Sales of Merchandise Educational</td>
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<td>A_42001:Disc &amp; Allow Sales Good/Svcs</td>
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<td>A_42101:Cost of Goods Sold</td>
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<td>A_43801:Federal Government Awards</td>
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<td>A_B4400:Other Operating Revenue</td>
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<td>A_A4000:Operating Revenues</td>
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<td>A_B5500:Investment Income</td>
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<td>A_B5600:Other Non Operating Revenues</td>
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<td>A_A5000:Non Operating Revenues Total</td>
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**Total Revenue:** Revenue

**Expenses**

<p>| A_60001:Faculty Salary Expense FT |  |  |  |
| A_60101:Staff Salary Expense FT |  |  |  |
| A_60201:Other Salary Expenses FT |  |  |  |
| A_60202:Full Time Salary CONVERSION |  |  |  |
| A_D6020:Obsolete Other FT Grouping |  |  |  |
| A_C6000:Salary &amp; Wages Benefited Rollup |  |  |  |
| A_60301:Faculty Salary Expense PT |  |  |  |
| A_60401:Staff Salary Expense PT |  |  |  |
| A_60501:Other Salary Expense PT |  |  |  |
| A_60502:Part Time Salary CONVERSION |  |  |  |
| A_D6050:Obsolete Other Grouping |  |  |  |
| A_C6030:Salary &amp; Wages NonBenefited Rollup |  |  |  |
| A_60551:Graduate Assistant Wages Expense |  |  |  |
| A_C6060:Supplemental Pay |  |  |  |
| A_C6080:Fringe Benefits Rollup |  |  |  |
| A_B6000:Salary &amp; Wages |  |  |  |
| A_62001:Professional Services Expense |  |  |  |</p>
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<th>A_62002: Temporary Services Expense</th>
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<td>A_62003: Legal &amp; Attorney Services Expense</td>
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<td>A_62004: Insurance Deductible</td>
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<td>A_62006: Telecom Expense</td>
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<td>A_62007: Subject Participation Expense</td>
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<td>A_62008: Visiting Speakers/Faculty Expense</td>
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<td>A_62009: Research Core Charges Expense</td>
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Additional information regarding Budgeting Basic and QRG to WyoCloud Planning & Budgeting are located at, [http://www.uwyo.edu/administration/fiscal/budget](http://www.uwyo.edu/administration/fiscal/budget).