# Gift-Coding for Allowable Food and Alcohol Expenditures

#### Overview:

Expenses from gift and discretionary accounts must benefit the UW, supporting one or more of the University's missions of research, education, public service, and outreach, and the use must conform with the donor's intent for the gift. Additionally, such expenditures should be consistent with all federal and state legislation, IRS regulations, and meet the test of public scrutiny for appropriateness.

### **Guidance:**

This guidance is intended to help units understand the food and alcohol expenditures that may be allowable on a gift and the related corresponding worktags.

- Alcohol is ONLY allowable with a discretionary resource tag in Workday (RS100203).
- Food expenditures can be made from the following Advancement fund types, in alignment with the gift agreement/documentation: support funds, faculty-appointment funds or research funds where the unit:
  - has identified the purpose as being allowable for food purchases (may be indicated by a food flag in Tandem)
  - has a documented process for how all fund types that may allow food will be consistently applied. This may include a memo or process document created by the unit with approval from the administrator or unit leadership

## **Coding Matrix**

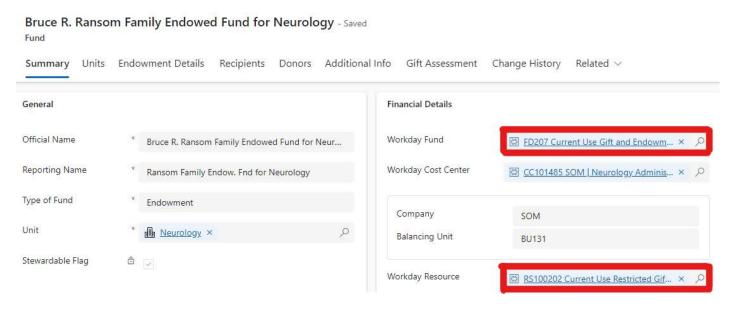
Workday Fund		Gift Fund - Endowment Type	Food and/or Alcohol	Examples**
Fund Code FD207	Resource Code  RS100202 Current Use Restricted Gift Resource	All applicable fund types except Capital funds, IF: - Justification is on file with the unit  * Food flag may be applied in Tandem	Food only	In alignment with a fund's purpose and necessary for completion of official University duties, the following may be allowed:  - Event hosting/catering - Food for conferences, trainings, workshops, recruitment events
	RS100203 Discretionary Gift Resource	Discretionary funds	Food and alcohol  (in alignment with UW policies)	-Unrestricted support for the Department of NeurologySupport for activities and programs in the School of Nursing Funds may be used for, but not limited to, hosting, entertainment, travel, equipment, events and other expenses deemed appropriate to the program.
FD209	RS100195 Current Use Unrestricted Gift Scholarship Resource	Scholarships and Fellowships	No	n/a
FD205	RS100193 Student Loan Resource	Student Loans	No	n/a

<sup>\*</sup> This listing is not meant to be exhaustive. Specific listed items could be legitimate purchases in certain unusual situations. Please contact the Advancement office for further clarification or specific questions.

For current use gifts, Gift Services can be reached at <a href="mailto:giftsumments.com/gifts">giftsumments

## Where to find Fund/Resource Coding in Tandem and Workday

TANDEM: Coding can be found on the Summary tab of the fund record



WORKDAY: Coding can be found on the main page of the fund record

