

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	Resource Code	All applicable fund types <u>except</u> Capital funds, IF: <ul style="list-style-type: none"> - Justification is on file with the unit - Food flag is 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: <ul style="list-style-type: none"> - Event hosting/catering - Food for conferences, trainings, workshops, recruitment events
FD207	RS100202 Current Use Restricted Gift Resource			
	RS100203 Discretionary Gift Resource	Discretionary funds	Food and alcohol (in alignment with UW policies)	-Unrestricted support for the Department of Neurology. -Support 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

* 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 giftfund@uw.edu and for endowments or named gifts, Endowment & Donor Services can be reached at steward@uw.edu for clarification in such cases.

Where to find Fund/Resource Coding in Tandem and Workday

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

Bruce R. Ransom Family Endowed Fund for Neurology - Saved
Fund

Summary Units Endowment Details Recipients Donors Additional Info Gift Assessment Change History Related ▾

General

Official Name * Bruce R. Ransom Family Endowed Fund for Neur...

Reporting Name * Ransom Family Endow. Fnd for Neurology

Type of Fund * Endowment

Unit * Neurology ×

Stewardable Flag

Financial Details

Workday Fund FD207 Current Use Gift and Endowm... ×

Workday Cost Center CC101485 SOM | Neurology Adminis... ×

Company SOM

Balancing Unit BU131

Workday Resource RS100202 Current Use Restricted Gif... ×

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

GF138680 Bruce R. Ransom Family Endowed Fund for Neurology Gift

Gift Classification Pooled

Gift ID GF138680

Include Gift ID in Name Yes

Overview Income Distribution Rules Transactions Contributions Staffing Process History

Summary Restrictions Assigned Roles Attachments

Related Worktags

Worktag Types 8 items

Worktag Type	Default Required	Default Worktag
Cost Center		CC101485 SOM Neurology Administration
Balancing Unit		BU131 School of Medicine
Function		FN130 Academic Support
Resource		RS100202 Current Use Restricted Gift Resource
Fund		FD207 Current Use Gift and Endowment Distribution Fund