DEFINITIONS - DEPARTMENT ID & PROJECT ID

• Department ID
  o represents an organizational unit or reporting entity such as a segment of a school or college
  o managed/monitored by a department/division supervisor/manager
  o should be used for on-going business operations, recurring expenses/revenue
  o should not be used for keeping financial data on program activity, events, special events, and/or projects
  o consists of six digits
    ▪ the first two digits = the Division
    ▪ the next two digits = the Department
    ▪ the last two digits = the Sub-Department
  o example
    ▪ 03 = Business Services
    ▪  01 = Administration
    ▪    00 = Administration – Information Technology

• Project ID
  o represents a type of program activity, events, special events or project within a fund that must be monitored and reported independently from the organization
  o managed/monitored by a project manager/principal investigator
  o could have reporting requirements across multiple departments and Divisions
  o spending may be designated for a particular purpose
  o could be on-going, but has a beginning & generally has an ending date
  o examples
    ▪ project reporting
    ▪ individual revenue producing activity that is being performed within an organization of a college/school/department unit