Function/Organization Assignment Decision Tree for PTA Set ups (Effective 10/01/03)

Start

Is an Academic organization requested? SEE LIST 1

Yes

Does funding source begin with 17XXXXXX or 15XXXXXX (except 1723XXXX) ?

Yes

Assign a function of Organized Research 121
X-V RULE 01

No

Assign a function of Instruction/ Academic Support 111
X-V Rule 02

No

Please contact Karla or Matt if organization does not fall within this branch.

No

Is an Administrative organization requested? SEE LIST 2

Yes

Does funding source begin with 1XXXXXXX, 12XXXXXX, 13XXXXXX, 16XXXXXX, 14XXXXXX, 32XXXXXX 4XXXXXXX?

Yes

Assign a function of Institutional Support 141
X-V Rule 03

No

Assign a function of Instruction/ Academic Support 111
X-V Rule 04

No

Please contact Karla or Matt if organization does not fall within this branch.

Is an Auxiliary organization requested? SEE LIST 3

Yes

Does funding source begin with 19XXXXXX?

Yes

Assign a function of Auxiliary Enterprises 161
X-V Rule 05

No

Please contact Karla or Matt if organization does not fall within this branch.

No

Continue on page 2

Updated 3/22/04
Function/Organization Assignment Decision Tree for PTA Set ups (Effective 10/01/03)

Continued from page 1

Is this organization requested? Physical Plant 207XX, 20901, 20904

Yes → Does funding source begin with 1XXXXXXX?

Yes → Assign a function of Plant/Operations/Maintenance/Utilities 151 X-V Rule 06

No → Please contact Karla or Matt if a different funding source is requested.

No → No

Is this organization requested? Plant Funds 406XX

Yes → Does funding source begin with 30XXXXXX?

Yes → Assign a function of For Finance use only 211 X-V Rule 07

No → Does project begin with PLFD?

No → Please contact Karla or Matt if a different funding source is requested.

Yes → Assign a function of Non-Capital Plant Fund Expenditures 152 X-V Rule 08

No → Yes

Is this organization requested? Agency Funds 408XX

Yes → Does funding source begin with 37XXXXXX or 38XXXXXX?

Yes → Assign a function of Independent Operations 171 X-V Rule 09

No → Please contact Karla or Matt if a different funding source is requested.

No → Continue on page 3

Updated 3/22/04
These funding sources are not in use at this time or ptas should not be assigned to these funding sources. Please contact Karla or Matt for assistance.

X-V Rule 13

Continued from page 2

Is this organization requested? Loan or Trust Funds 407XX & 409XX

Yes

Does funding source begin with 33XXXXXX, 34XXXXXX, 36XXXXXX, 39XXXXXX ?

Yes

Activity related to these funding sources does not flow through a PTA.

X-V Rule 10

No

Please contact Karla or Matt if a different funding source is requested.

No

Is this organization requested? Staff Benefits or Paid Leave 402XX

Yes

Does funding source begin with 22XXXXXX ?

No

Assign a function of For Finance use only 211

X-V Rule 11

Yes

Please contact Karla or Matt if a different funding source is requested.

No

Any Organization in combination with the following funding sources 18XXXXXX or 1723XXXX.

Yes

Assign a function of Independent Operations 171

X-V Rule 12

No

Please contact Karla or Matt if a different funding source is requested.

No

Does funding source begin with 31XXXXXX, 2001XXXX, 21XXXXXX, 35XXXXXX?

Yes

These funding sources are not in use at this time or ptas should not be assigned to these funding sources. Please contact Karla or Matt for assistance.

X-V Rule 13

End

Updated 3/22/04