<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>DEPARTMENT-SPECIFIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>xxxxxx</td>
</tr>
<tr>
<td>Account</td>
<td>xxxxxx</td>
</tr>
<tr>
<td>Source</td>
<td>xxxxxx</td>
</tr>
<tr>
<td>Fund</td>
<td>xxxxxx</td>
</tr>
<tr>
<td>Business Unit</td>
<td>xxxxx</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>xxxxx</td>
</tr>
<tr>
<td>WHO</td>
<td></td>
</tr>
<tr>
<td>WHAT</td>
<td></td>
</tr>
<tr>
<td>WHICH</td>
<td></td>
</tr>
<tr>
<td>HOW</td>
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<tr>
<td>WHERE</td>
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</tr>
<tr>
<td>WHY</td>
<td></td>
</tr>
</tbody>
</table>

**WHICH**

- fund group are we spending from?
  - instruction
  - state
  - restricted
  - endowed
  - non-endowed
  - required on all transactions (default)

**WHAT**

- spending the funds on?
  - pediatrics
  - art
  - biostatistics, etc.
  - office supplies
  - travel
  - salaries, etc.
  - required on all transactions

**WHERE**

- are we spending the funds on?
  - department: xxxxxx
  - cost code 1: xxxxxx
  - cost code 2: xxxxxx
  - cost code 3: xxxxxx

**WHEN**

- are we spending the funds?
  - program: xxxxxx
  - are we spending the funds?
  - common
  - shared with external dept/MOU
  - MOU dept-defined
  - required, use if needed

**WHY**

- working with MOU financial leads, who can develop their own cost codes as needed

**HOW**

- required, when a contract, grant or capital improvement fund is used on transaction

**WHERE**

- required, when a contract, grant or capital improvement fund is used on transaction

**WHEN**

- required when a contract, grant or capital improvement fund is used on transaction

**WHY**

- required when a contract, grant or capital improvement fund is used on transaction

**PC Activity ID**

- xxxxxx

**Business Unit**

- xxxxx

**PC Business Unit**

- xxxxx

**The business unit that applies to projects.