Objective: To provide business standards for requesting, establishing and maintaining all allocation codes. Allocation codes are established for the following:

- Current Operations
- Endowments
- Gifts-In-Kind
- External Trusts
- Internal Trusts
- Loan Funds
- Physical Plant
- Quasi-Endowments

Requests for New Allocation Code(s): Requests are submitted using the New Allocation Form, which can be delivered, faxed or emailed to the Advancement Services (ANDI) Help Desk. The requestor will be notified via email after the allocation code has been assigned.

Establishing Allocation Code(s): Allocation codes are assigned based on account names, account information and/or account numbers.

Requests to Change an Allocation: Since changes to allocations have a direct impact on reporting, all requests to change an allocation must be approved by the Director of Advancement Systems and/or Assistant Vice President of Advancement Services. All change requests should be sent to the Advancement Services Help Desk.

For questions regarding this policy, contact the Advancement Services help desk at (865) 974-4153 or email ANDIHelp@tennessee.edu
PROCEDURES: Allocations
Effective: 3/4/04

Revised 9/7/05

Procedure Note(s): A fully completed New Allocation Form must be submitted for each allocation request. An incomplete form will delay processing.

REQUESTING:
1. Search allocations by account number and by name to ensure there is not an existing allocation.
2. On the New Allocation Form, fill out all appropriate fields.
3. Submit completed form to the Advancement Services Help Desk via delivery, fax or email.
   
   Advancement Services Help Desk
   P225 Andy Holt Tower
   Knoxville, TN  37996-0108
   (865) 974-4153
   (865) 974-4250 (Fax)
   Email: ANDIHelp@tennessee.edu

4. A notification will be sent to the requestor after the allocation has been assigned.

ESTABLISHING:

1. Search allocations by account number and by name to ensure there is not an existing allocation.
2. Assign allocation code following these guidelines:
   a. Named Allocation: The first five characters of the last name, underscore and first initial. If there is more than one similar allocation, the next sequential number is added. Example: John L. Rhea Scholarship Fund, RHEA_J or RHEA_J02.
   b. College and Department Allocations:
      - College only: The first five characters of the college and if more than one similar allocation add the next sequential number. Example: BUSIN, BUSIN_02, EDUCA, EDUCA_02
      - Department only: The first five characters of the department and if more than one similar allocation add the next sequential number. Example: FORES, FORES_02, SECON, EDUCA
      - College and Department: The first five characters of the college, underscore and first character of the department. If more than one similar allocation add the next sequential number. Example: BUSIN_A, AGRIC_W, AGRIC_W02
c. **Gift-in-Kind Allocation:** All gift-in-kind allocations start with the following…

- GKK_01 (Knoxville)
- GKM_05 (Martin)
- GKC_04 (Chattanooga)
- GKH_07 or 28 (Memphis)
- GKT_02 (Tullahoma)
- GKS_17 (System)
- GKX_08, 10, or 20 (Hospital)
- GKA_11, 12, 26, or 27 (Ag/Vet Med)

d. **All Other Allocations:** The first five characters of the account name. Example: RESTR, 1985 (dates), PHI (fraternities/sororities), NSF (National Science Foundation)