Definition:

Definition: The Activity code is used to record revenue and expense transactions associated with activities that have no external, formal reporting requirements and for which a department finds additional categorization is useful and meaningful. Activity can be used to further define events/initiatives that cross funds and organizations. Many codes are generic so departments can personalize each activity code’s use as it best meets their needs.

*Please note: When asked to provide the full FOAPAL string, if users have no particular activity they wish to track they should provide Unspecified 999999 for the activity code.

<table>
<thead>
<tr>
<th>NAMED ACTIVITIES:</th>
<th>The University has named certain activity codes so that it can track cross-campus initiatives. Named activity codes include initiatives such as the Celebration of the Arts, Leadership UD, Spring Commencement, First-Year Orientation, Christmas on Campus, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERIC ACTIVITIES:</td>
<td>Generic activity codes have been created specifically so departments can identify initiatives they would like to track throughout the year. Generic activity codes include items such as Event A-Z, Recruiting – Faculty Search A-J, Recruiting – Staff Search A-J, Research Activity A-I, Guest Speaker A-J, Conference A-Z, Trip A-Z, Internship A-Z, Student Event A-T, etc.</td>
</tr>
<tr>
<td>UNSPECIFIED:</td>
<td>Code 999999 is utilized when the department does not have a specific activity they wish to monitor. An example could include the purchase of office supplies for an entire department to use throughout the year.</td>
</tr>
</tbody>
</table>
COMMONLY USED ACTIVITY NUMBERS
See full activity code listing for specific activity numbers and definitions not listed below.

NAMED ACTIVITY CODES
• 100150: Celebration of the Arts
• 100341: Strategic Initiatives – Sustainability
• 100342: Strategic Initiatives – Diversity & Inclusion
• 100631: International Initiatives – VSP
• 106042: Professional Development – Leadership UD
• 150101: Commencement – Spring
• 150102: Commencement – Fall
• 200735: First Four Tournament
• 400000: Orientation-First-year
• 400001: Orientation-Transfer
• 400002: Orientation-Parent
• 400003: Orientation-Parent Leader
• 400150: Finals Week
• 400698: Christmas on Campus

GENERIC ACTIVITY CODE RANGES
• 100100 – 100125: Event A-Z
• 100301 – 100305: Strategic Initiatives A-E
• 105000 – 105009: Recruiting – Executive Search A-J
• 105100 – 105109: Recruiting – Faculty Search A-J
• 105200 – 105209: Recruiting – Staff Search A-J
• 151001 – 151010: Accreditation & Program Review A-J
• 151200 – 151208: Research Activity A-I
• 151500 – 151524: Faculty A-Y
• 250001 – 250005: Training Event/Activity A-E
• 250100 – 250104: Camp A-E
• 251000 – 251025: Special Event A-Z
• 253000 – 253009: Guest Speaker A-J
• 253100 – 253125: Conference A-Z
• 300200 – 300225: Trip A-Z
• 300400 – 300425: Outreach Activity A-Z
• 305100 – 305125: Internship A-Z
• 305200 – 305225: Co-Op A-Z
• 350100 – 350134: Donor 1-35
• 400100 – 400119: Student Event A-T
• 400400 – 400656: Student Organization 1-257

RESOURCES
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