# Department ID Naming Guidelines

**Department ID Definition:**
The department ID is an identifying field in various administrative systems used to assign activity by department or program. The six digit field affords a numbering scheme for departments and represents a hierarchal structure determined by each 2-digit group. The first two digits represent a major division or college headed by the Chancellor or a Vice Chancellor, Dean, Vice Provost, or Associate Vice Chancellor level of responsibility. The next two digits represent a department level and the last two digits are used to identify programs within departments.

Each financial transaction is stamped with a department ID designation. The department ID designation is assigned to every project and used by other systems for reporting purposes.

**Department ID Name Guidance:**
Each department ID name should accurately describe the unit, function, or program it represents. The Financial System stores a department name that is limited to 30 characters and a long description that is limited to 60 characters. Meaningful and concise descriptions should be used so campus can easily find a department or program. The following guidelines should be used when creating or modifying departmental descriptions:

- Clearly define the department or unit activity
- Descriptions are alpha/numerical
- Each department ID requires a short description (30 characters) and a long description (60 characters)
- Avoid identical descriptions within the same 2-digit department (College or Unit)
- Avoid names, words, or acronyms that could be interpreted as inappropriate
- If acronyms are used, include descriptive language (i.e.: IES–Industrial Extension Svc)
- Special characters (i.e.: @, *, #, etc.) and first names or initials are not permitted.

Please contact your Budget Analyst with any questions.