From the Campus Organizations Accounting Corner:

Workday

Workday is a new financial system available to Student and Campus Org. Treasurers and Advisors and purchasing cardholders. The purchasing cardholders will now attach their own receipts and verify their pcard transactions for their newly assigned Program Worktag in workday. Student and Campus Org. Treasurers and Advisors will approve those pcard transactions made and be able to see financial activity online through Workday. Transactions are taking a little longer as the financial payment forms begin in our office, but when approved for payment, are sent to another unit to prepare checks, so be sure to plan ahead and exercise plenty of patience while we all transition to our new systems! (The Treasurer Training and Pcard training available in Canvas will cover all these new processes.)

If you are interested in learning more, please visit the learn@isu training site at https://training.ehs.iastate.edu/IowaSU/site/ to see what might be available to you!

What is a Program Worktag?

It is an identifier to your specific financial account.

Where do I find my Program Worktag?

Log in and check your organization’s Accounting Information in the Student Organization Database!

Student Government

Come and pick up your Student Government Audits! Printed reconciliations are in your treasurer files, so bring your new 2020 treasurer verification card (blue) to pick them up and review them!

Student Government allocated funds (by either senate bill or regular allocation) are all reviewed annually by the Campus Organizations Accounting Office. The goal is to complete most of these reviews in the month of August, remove any funds that were not used as allocated in the detailed, submitted and approved budget and return them to Student Government. New annual allocations are distributed to any SG-funded groups that are in good standing with the Student Activities Center and have a positive financial balance in their campus account.

Although we perform these audits on behalf of Student Government, for additional SG funding opportunities and questions, please contact them directly: https://www.stugov.iastate.edu/funding/
How do I get a 2020 Treasurer Verification Card?

a) Named as the treasurer in the student org database and group is in recognized status
b) Complete the 2020 treasurer training in Canvas and bring it to the COA office
c) Upload your signature form to the Student Org Database once you and your advisors all sign the form (directions on the bottom of the form)
d) Bring test results and a photo ID to the COA office to obtain your 2020 card!