COVID-19 has created changes in our normal document processing. We care about you and want to help you get your student organization’s financial transactions completed in the most efficient way. Unfortunately, our office does not have our student employees right now, so the three of us will do our best to catch up from the Spring Break week and move forward with new requests. Please take care of yourselves in all the ways you can!

How can we deposit funds?

- Deposit slips must be completed and if you email Jamie or Cara, we will mail you a form. Then, you will mail your deposit and the deposit slip to the Treasurer’s Office, 1220 Beardshear Hall, Ames, IA 50014
- Levy fundraising checks are mailed directly to the Campus Organizations Accounting Office and those checks will be deposited on your behalf with a copy of the deposit slips being filed into your treasurer files.

How can we get vouchers processed?

- Vouchers must be completed and if you email Jamie or Cara, we will mail the treasurer a form. Treasurers must complete the form and sign before sending the complete packet (voucher and supporting documents) to your advisor who will then approve and sign the voucher and forward to our office at 1580J Memorial Union, Ames, IA 50014. We are picking up mail at least once a week and mailing other forms out once a week.

How can we get intramurals processed?

- Intramurals must be completed and if you email Jamie or Cara, we will mail the treasurer a form. Treasurers must complete the form and sign before sending the complete packet (intramural and supporting documents) to your advisor who will then approve and sign the intramural and forward to our office at 1580J Memorial Union, Ames, IA 50014 or the service center that you are wishing to pay (e.g. IT services, Dining Services, Event Management Office, etc.) We are picking up mail at least once a week and mailing other forms out once a week.

Cancelled Trips – now what?

- We are sorry to hear your event is cancelled. This makes it very stressful for everyone who planned and worked out each detail. There are some issues to consider when determining how and the amount of the refund to participants. Some costs have been refunded to the student organization and others were not. Some groups have decided to use the funds towards the next event or next year’s event. Some had hotels that did
not refund lodging. It is allowable to keep some portion of a registration fee to cover fees that were not refunded to the organization. These are entirely organization decisions. The process for refunding income for an event that you were sponsoring would be to pull out your deposit slips. Find the person’s name that you want to refund. Make a copy of that deposit slip and attach it to a voucher made payable to that person and highlight their name on the deposit slip. Check with that person for a current address and be sure that is on the voucher. Follow the instructions above for processing a voucher. One voucher per deposit slip and payee.

- What about the deposits we paid for a trip that was canceled or airline tickets, bus tickets, hotels, etc.? Please work directly with those vendors to receive refunds. Understand that there may be cancelation fees associated. Then when you receive the refund, follow the instructions above for making a deposit, or process the refund p-card transaction through your Workday inbox.

Pcards applied for, deliveries of orders, transactions pending, cards never picked up, cards that you need to pick up?

- If you have applied for a pcard, please contact Tim Livengood, tliven@iastate.edu and let him know if you still need that card and determine the status of that application
- If you have a delivery you are expecting, please check with the vendor to determine if it was sent, delivered, sent back, etc. You may need to hunt it down a bit. Let us know if you have problems with this and do not verify a transaction for items you purchased if you have not received the goods.
- Transactions in Workday will still need to be verified and completed (of course assuming you have received what good/service you are paying for). Please stay current on those transactions. Your advisors and our office are still working and processing payments. We have a limited amount of time to get a credit from US Bank if there is something charged to your card that should not have been.
- If you have applied for a pcard and now will not need it any longer, please email tliven@iastate.edu so we can cancel that card.
- If you are still needing to pick up a pcard, please notify tliven@iastate.edu and we will determine the best way to get you the pcard while maintaining social distance.
- In short, please let us know if you need or no longer need your pcard. We do expect that all purchases for the student orgs will still be made by the student-held pcards.

Additional points of interest:

- Financial information became available online to student organization treasurers July 1, 2019. You are able to see your financial information for your organization in real time. Please be sure to keep good records and verify the balance and transactions in/out of your organization’s account. The treasurer and advisor are the fiscal officers of the organization and we make changes to that access based on the student organization database officers.
- COA will continue to enroll new treasurers into the Canvas Treasurer Training; however, the signature form upload requirement will be waived during this time.
• The Campus Organizations Accounting office is closed in the Memorial Union until further notice from the university. Permanent staff are still working from a distance although we do not have any student accountants at this time. Responses will likely be delayed due to the increased workload and location changes.
• Items in your treasurer files will not be available for pick up until the university has opened back up to student traffic.
• Paperwork in progress will still be processed, however, if you were notified of a problem voucher/intramural/etc., you will need to send an email to Jamie at jlrb@iastate.edu for the paperwork to be pulled and assistance in the corrections that need to be made. Please be sure to give your PG number and the paperwork you are trying to correct.
• Student Government funding will still be audited and if trips were canceled that had been funded, those funds will revert back to student government. Please work out any questions regarding your SG funding (such as line item transfers or carryover requests) with the SG finance director, Madison Mueller at mmueller@iastate.edu.

This is not meant to be an exhaustive list of all situations which may come up as we finalize this academic year. We are all Cyclone Strong and together we are even stronger. Please reach out to us as you need for advice or assistance.

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