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. Please take care of yourselves in all the ways you can!

What is the COA office availability?

- Campus Organization Accounting has limited availability for the Fall Semester. Please anticipate increased times to respond to any questions you may have. Please use this document and the resources available on our website and our Canvas trainings first to answer your questions.
- As of now, the Campus Organizations Accounting staff will not be available for walk-in traffic. We will be available by email or phone. As always, we recommend the best way to reach us is by email.
- Forms and documents can still be dropped off, we will have an inbox set up outside our office.

How do I determine whether or not my voucher/intramural/p-card application has been processed?

- If you have received an email from coa@iastate.edu with corrections that need to be made, please utilize that email to determine what steps to take in order for your request to be successfully processed. In many cases, the document will be campus mailed to your advisor for correction. The corrected document can be campus mailed back or dropped off outside our office. Please do not submit a new form.
- If you do not receive a request to make corrections, your request will be processed.

Timelines for processing of most documents:

- Vouchers and intramurals will post in Workday, and you should use “ISU Transaction Detail” to see when it posts. If you do not see the posting after 2-3 weeks, please contact coa@iastate.edu
- Please allow 3 weeks for p-cards to arrive. This allows for the p-card to be ordered, received, programmed and mailed to your on-campus or home address.

Why do forms need original signatures? Can we submit scanned copies of original signatures?

- Scanned/digital signatures are acceptable on p-card applications at this time.
- At this time we still require original, pen on paper signatures on other documents and requests submitted to our office. Electronic, stamped, or scanned/printed signatures are not able to be accepted, as has been our policy.
• We do have plans to being making intramural and voucher requests available electronically through Workday, and recourses towards that project have only recently been made available. Our anticipated timeline is to have this available by spring semester.

How can we deposit funds?

• Deposit slips must be completed, and are available in the Memorial Union just outside the West Student office Space, or outside the Treasurer’s office, 1220 Beardshear. You will drop off your completed deposit for and endorsed checks/funds along with the calculator tape in the drop box in Beardshear- in person walk-in deposits will not be available. If for any reason you need to have the Treasurer’s office assistance in verifying the deposit, please call the Treasurer’s office at (515)-294-4363.
• Any fundraising checks mailed directly to the Campus Organizations Accounting Office will be deposited on your behalf with a copy of the deposit slips being filed into your treasurer files.

How can we get vouchers and intramurals processed?

• Vouchers and intramural forms are available just outside the West Student Office Space in the Memorial Union. Forms should be completed in full and dropped off in the inbox outside the Campus Organizations Accounting Office for processing.
• If you have questions about what is needed to complete the voucher or intramural, please first consult the Treasurer Training Manual, and then coa@iastate.edu with any additional questions.

How can I get my treasurer’s card?

• The primary purpose of the Treasurer’s card is to identify yourself as a person who has completed training to COA staff in order to ask in-person questions and retrieve documents from your club folder. Since the COA office will not be open to walk-in traffic at the beginning of the semester, and will only be available in person by appointment, please plan on requesting your treasurer’s card when walk-in availability resumes.

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 anticipate three weeks until you receive your p-card via mail, with additional time if corrections need to be made to the 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.

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.
  - Transactions made July 2019-June 2020 occur in FY20. Transactions made from July 2020-June 2021 occur in FY21
  - Do not use the “calendar year” period option when running Workday Reports, this will not give an accurate result.
- COA will continue to enroll new treasurers into the Canvas Treasurer Training
- Items in your treasurer files are available by request. We will campus mail the contents to an advisor’s office.

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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