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?**

- As of now, the Campus Organizations Accounting staff will not be available for walk-in traffic. We will be available by email, phone, or in-person by appointment. As always, we recommend the best way to reach us is by email. To set up an in-person appointment, please email front desk at [coa@iastate.edu](mailto:coa@iastate.edu) with a description of your request or question, and times when you are available.
- Forms and documents can still be dropped off, we will have an inbox set up outside our office.

**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](mailto: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 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
- 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 except by appointment at the beginning of the semester.
- 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, Matthew Klaes at mrklaes@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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