



March 2008

Jamie Rehlander, Editor

Student Held P-Cards

We have issued 54 purchasing cards this semester and have only had a couple of issues come up. I appreciate all of your hard work in making this opportunity work for Iowa State University!

If you are holding a COA P-card, please remember that you are NOT allowed to share the card with anyone. That is a part of our contract with US Bank. You must sign for any authorized charges and no one is allowed to sign for you.

The other issue is that these cards cannot be used at a Western Union to pay for an item or to send money. These are programmed to allow for no cash transactions. The bank in this case, called me regarding a possible fraudulent action and the card was frozen until the issue was resolved.

Campus Organizations Accounting Staff:

- **Jamie Rehlander**
Program Coordinator
294-5182
- **Peg Highland**
Clerk
294-6015
- **Shannon, Julie, Jennifer and Nancy** are our students accounting staff.
294-1633

End of year planning

As a reminder, as the year comes to a close, please process vouchers in a timely fashion to avoid the end of year rush. Typically, we get so many vouchers at the end of the year (when our staff is decreased) that it takes a month or so to sort everything out. You can avoid that by planning early.

As the year closes, be sure to use **permanent addresses** on the payee section of vouchers!

Visit us on the web at: <http://www.controller.iastate.edu/campusorg/homepage.html>

Many items have been updated with additional information!

Important Updates and Reminders:

- **Re-registering For the Year:** Please remember that student organizations and houses need to re-register annually, after the date of registration from the previous year is up, to remain active. Not doing so may result in a problem voucher or intramural!
- **Paypal Policy:** All funds must be collected and deposited at the Treasurer's Office, (<http://www.treasurer.iastate.edu/policies/bankaccounts.html>) located at 1220 Beardshear. The office must also approve of any credit card transactions. Currently, utilizing Paypal as a revenue collection service is not permitted.
- **Monthly Statement/Folder Pick-Ups:** Please remember that when picking up monthly statements or anything from your organization's folder, treasurer certification cards need to be seen! Student ID cards cannot compensate.
- **\$25 Minimum Reimbursements:** Personal Reimbursements under \$25 may be done once per academic year. "One Time Reimbursement" must be written on the voucher when it is submitted to the COA office or it will be returned to your treasurer.

It is getting close to the end of the semester, so for those of you holding small total reimbursements (under \$25 minimum), we will begin processing them on April 15th.

Did you know?

University accounts are not to go negative. Much like a bank account, special care must be taken when planning events. If you need assistance, please stop in.