Funds transferred to the ISU Foundation from your Campus Organization account are sent via a wire transfer. The *COA Wire Transfer* is a request the Campus Organization Office has created in Workday to request these types of transactions. Before you begin, please have the following information ready:

> o   The name of the ISU Foundation account to receive funds
> o   The account number of the ISU Foundation account to receive funds

Initiating the Request

The treasurer will log into Workday, and access *Create Request* though either the Requests application icon on the homepage, or by typing "create request" in the search bar. Select *COA Wire Transfer* in the list of requests, or type "wire transfer" in the *Request Type* box before selecting "OK".

Completing the Request: Please fill in the request prompts as described below

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Describe the Request: Please add a short description of what should be wired and why.

Organization Name: Write in your own full organization name (no abbreviations please!)

Organization Program Worktag: Write in your organization Program Worktag (in format PGXXXXXX)

Purpose of Wire Transfer: Describe the reason your organization's funds need to be transferred

Requested Amount to Transfer: Enter the amount that needs to be paid.

Type of Wire Transfer: Select "ISU Foundation" and enter the Name and Foundation account number that will be receiving funds (no abbreviations please!)

Campus Org Advisor to Approve the Request: Detail what type of event this is, such as a club meeting, an event your club is hosting, etc. Write in the name of your organization advisor who should approve this Workday request. If your organization has multiple advisors you only need to write in one name, as only one advisor needs to approve the request.

Attachments
A transfer to the ISU Foundation does not require an attachment, but you may provide one if you wish!

Approval Routing and Processing
Once submitted, the request routes through several approvals before the request is sent to be entered, processed, and the funds are sent.

1.   The treasurer will fill out and submit the request in Workday
2.   The COA Student Accountants will review the request for accuracy and completeness, as well as verify the status of your organization and that the Treasurer has completed the current school

year's Treasurer Training in Canvas, and that the organization account has sufficient funds to process the request.

3. The request will be sent to the organization advisor to review and approve the request
4. The COA manager will review and approve the request. At that time the request will close, and the treasurer will receive Workday notification that the request is approved.
5. The transaction will be sent for data entry so it can be reviewed and completed. Please allow five business days for processing.

Checking the Status of Your Request

At any time, the treasurer may check on the status of the request, and view who has approved the request, and who has yet to approve the request. To see requests, use *My Requests* in the *Requests* application, or search *My Requests* in the search bar.
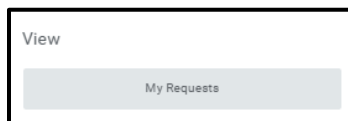
A list of every request you've made will populate. If you want to find more information about an in-progress request, first select the more actions orange button from within the first column (**1**). Then go to "Business Process" from the menu that appears (**2**). Then select the link "View Business Process Event History" (**3**).
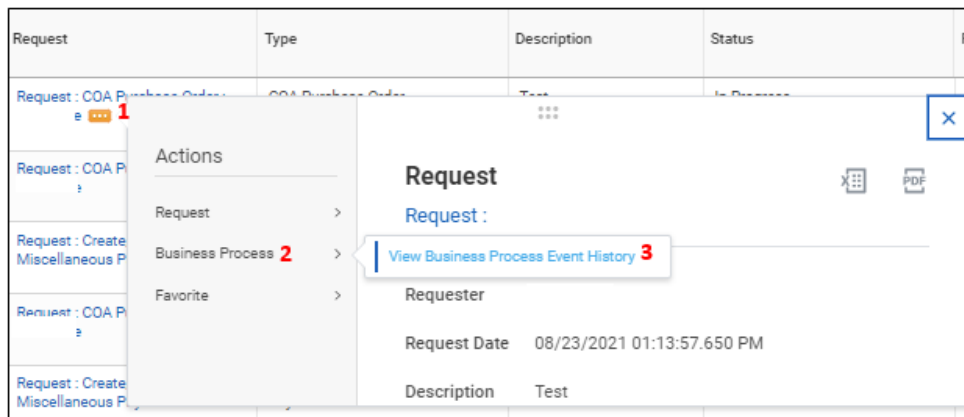
You'll then find what information you entered on the form (under Details), and who has approved or has yet to approve the request (under Process).