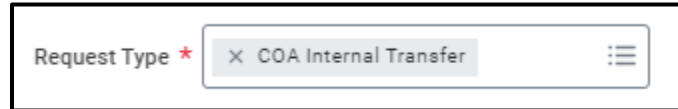


Campus Organizations Accounting- Internal Transfers (Payments Between Organizations)

Intramural payments between Campus Organizations (club to club) are made through the Workday request *COA Internal Transfer*. The treasurer of the club making the request (the payor) will initiate the request.

The treasurer will log to Workday, and access *Create Request* through either the Requests application icon on the homepage, or by typing “create request” in the search bar. Select *COA Internal Transfer* in the list of requests, or type “internal transfer” in the *Request Type* box before selecting “OK”.

A screenshot of a dropdown menu in a software application. The label 'Request Type' is followed by a red asterisk. The dropdown is open, showing a search bar with the text 'COA Internal Transfer' and a close button (X). To the right of the search bar is a menu icon (three horizontal lines).

The request form will appear. All text fields will be required. An attachment will be needed for allocations to multiple organizations, and is welcome for other types of transfers. Please see below for detailed descriptions of what to enter in each field from the perspective of the payor treasurer.

Describe the Request: Please add a short description of why you will be transferring funds to another organization.

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

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

Requested Amount to Transfer: Enter the total amount you are requesting to transfer

Describe how the amount was calculated: The trickiest part of this form! You'll need specific information to either help identify a posted transaction or information about what goods or services are being purchased.

- If you are reimbursing a club partially or fully for a purchase they made, please ask the club being reimbursed for information about that transaction. You will need the PCV number, MPR number or Journal Number of the original posted transaction as found in the payee's transaction detail.
- Shared income would come from your (the payor's) transaction detail. Reference the Cash Sale number (CS-XXXXXX)
- If you are paying an organization for good or services purchased, describe what was purchased. Examples of this description could be “an hour performance at \$30/hour”, or “ 10 tickets at \$5/ticket”
- For allocations to multiple groups, create a spreadsheet with organization and amount information and attach to the request. Write “Multiple payees, see attached”

Payee Organization Name: Write in the name of the organization you are paying

Payee Organization Worktag: Write in the Program Worktag of the organization you are paying. You will need to ask the payee for this information if you do not have it.

Payor Organization Advisor to Approve: 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.

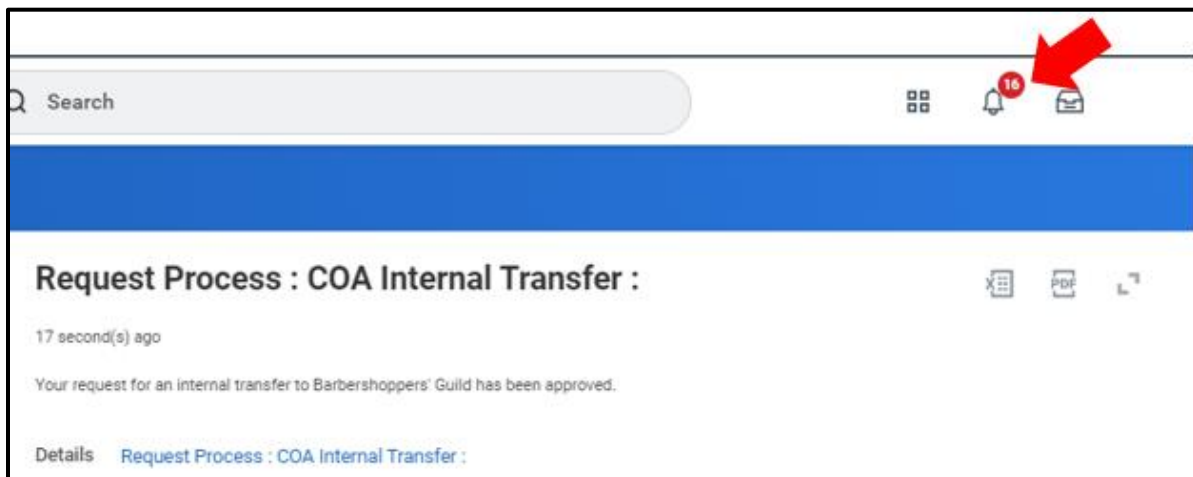
Campus Organizations Accounting- Internal Transfers (Payments Between Organizations)

Attachments:

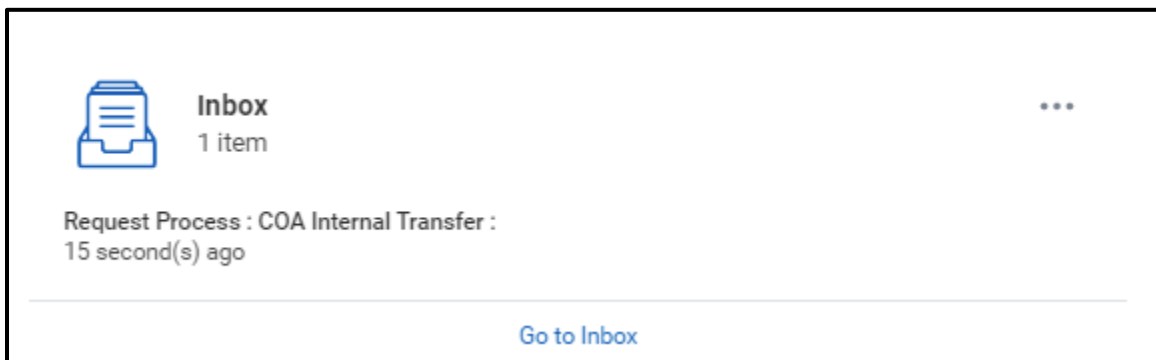
Attachments are very welcome on this form! For allocations, you attach your spreadsheet with all of the organizations and allocation information (Name, PG#s, amounts, any other relevant details). For other requests you might attach an invoice, receipt, deposit slip, or any other record that helps document the reason for your request. When you have completed the form, select "Submit".

Once submitted, the request will route through:

1. The COA Student Accountants, who will review the form for accuracy and completeness.
2. The organization advisor who will approve the request.
3. The COA manager for final approval.
4. The request form will be sent to be processed, and the treasurer (requestor) will receive notification that the request is complete by email and in their Workday notifications list (bell icon). Please allow up to a week for the fully approved request to be posted on your transaction detail.



If any [correction](#) is needed at any step, the request will be sent back to the treasurer's inbox.



The requestor may [check on the status](#) of the Internal Transfer (or any other request made through *Create Request*) at any time. See the routing process above for an overview of all of the steps and approvals the request will route through before the transfer is processed.