Campus Organizations Accounting- Payments on Campus

Campus Organizations Accounting has created two ways for organizations to make payments on campus. This section should help with determining which request to use in Workday, and will also provide a brief overview of each process. Please see the request-specific instructions on the COA Workday Resources page for step-by-step guides.

The two Workday Requests that a Campus Organization may use to make an on-campus payment are:

- ***COA Internal Transfer***: used to make club-to-club payments
- ***COA Purchase Order***: used when a club needs to make a payment to an ISU Department or Service Center

The following sections are a brief overview of each process. Detailed overviews and instructions are available on the COA Workday Resources page.

COA Internal Transfer

If your club is paying another club for merchandise, a service, or reimbursing a club for a transaction that has posted to the other club's account, you will use the *COA Internal Transfer*.

You will need to work with the club that will be receiving the payment (the payee) in order to complete your request. Here's a list of things you may need from the payee organization that will help you complete the request

- Organization Name- required information
- Organization Program Worktag- required information
- **If reimbursing/partially reimbursing an expense the payee organization has made:**
    - The PCV# of the P-Card Transaction (they'll find it in their Transaction Detail when it has posted)
    - The MPR# if the original transaction was a Miscellaneous Payment Request
    - The Journal Number of the transaction if the original transaction was not a PCV or MPR

The organization to be paid may also share other information with you, like a receipt or invoice, which you would be welcome to use as an attachment. Other types of information to include is more thoroughly detailed on the *Internal Transfers* specific instructions.

Once an Internal Transfer is fully approved, the transfer will be processed, no extra steps required. Allow up to a week for the transfer to appear in your Transaction Detail.

COA Purchase Order

If your club needs to pay a department or service center that is not a Campus Organization, please use the *COA Purchase Order* process. Once this request is fully approved, you will be sent an approval notification from Workday that you will share with the office or department you list on the request form. The office or department that you need to pay will use that approval notification to process the payment.

Plan on having the department name, an amount to pay, and any relevant details of what you are purchasing in order to compete this request. You will not need the department's worktags, since they will be processing the payment.

The most important part of a Purchase Order is to share the approval notification when you receive it. Otherwise, the department will not know that they can charge your Program Worktag!

Other Types of Payments:

Although not the focus of this document, what if your payment is not actually to a club or other group on campus?

1. Almost all off-campus payments should be made by P-Card. If the person, merchant, or vendor can take a credit card, you will use your organization p-card.
2. In the case where paying by p-card is not possible, use the Miscellaneous Payment process.

As a reminder the COA office **does not process personal reimbursements**. Almost every type of payment can be made directly to the vendor through either your Campus Organization P-Card, by requesting a check through *Miscellaneous Payment Request,* or by making an on-campus payment through the *Internal Transfer* or *COA Purchase Order*. Please plan accordingly as you make purchases and payments for your organization, and please reach out if you need help!