If your organization is collecting funds for dues, merchandise, or admission to an event you are hosting you may need cash in order to make change as you receive payments. An organization treasurer may make a request for petty cash through the Workday request *COA Petty Cash*. Instructions for how to fill out the form are below. First a few notes about this request.

- Please allow at least three days for the request to be processed.
- At any time you may check on the status of your request and who still needs to review and approve your request. The approval process is on page two of this document.
- The request will result in a check that you or the person designated on the form will take to a US Bank branch, where the check is used to receive the requested 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 Petty Cash* in the list of requests, or type "petty cash" in the *Request Type* box before selecting "OK".

Request Type * [× COA Petty Cash]

The request form will appear. Several field types are part of the request form, and all fields are required.

Describe the Request: Please add a short description of why you are requesting petty cash.

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

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

Date Cash is Needed: Enter or select the date you would like to receive the check.

Date the event will be held or will begin: Enter or select the date that you will begin collecting funds. This may be the same as the date above.

Type of event: Detail what type of event this is, such as a club meeting, an event your club is hosting, etc.

Purpose of Cash Request: Explain how the petty cash will be used.

Event Authorization: Most activities will require an approved event authorization from MU Student Engagement. If you are hosting an event, and do not have an event authorization, please seek an Event Authorization.

Name, Phone, and Email of Person Authorized to Pick Up Check: The COA Office will use this information to write the check and communicate with the person named to organize pick-up for the check. We will need the person's name, phone number, and email. This person may be yourself (the Treasurer) or another officer in your organization.

Campus Org Advisor to Approve the Request: 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.

Viewing the Status of the Request

It is likely that the cash request will need to be completed in a small amount of time. For that reason, it is important for you as the Treasurer keep track of the status of the request, so you can follow up as needed. Here is an overview of the approval process for a *COA Petty Cash* request:

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. The Petty Cash check is written.
5. The COA Student Accountants will contact the person designated on the form that the check is ready for pick-up and with additional details about using the check.

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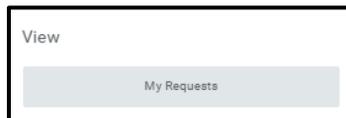
A list of every request you've made will populate. If you want to find more information about an in-progress request, first select the more actions orange button from within the first column (**1**). Then go to "Business Process" from the menu that appears (**2**). Then select the link "View Business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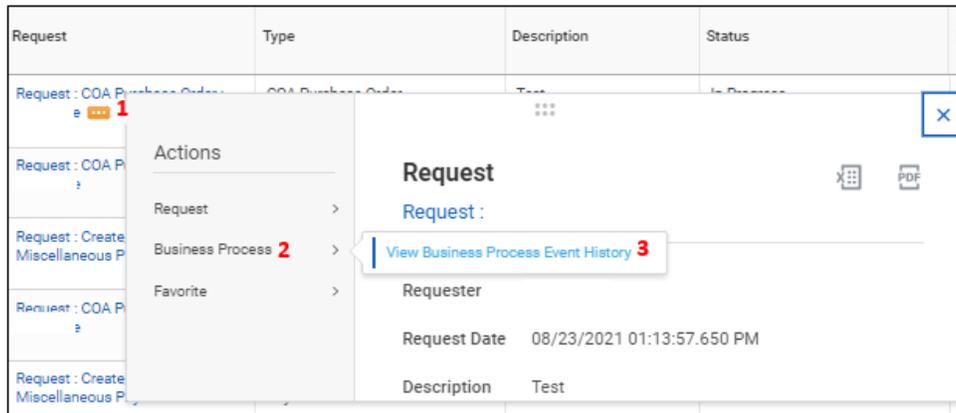
You'll then find what information you entered on the form (under Details), and who has approved or has yet to approve the request (under Process).

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