Approval for a payment from a Campus Organization to a department or service center on campus can be made through the Workday request COA Purchase Order. This form is not to be used for paying other clubs (use COA Internal Transfer) or anything off-campus (use a p-card). The treasurer of the club making the payment will initiate the request.

These instructions are organized in three parts:

- **Initiating the Request** will help with finding the request form in Workday and filling in the details of the form
- **Viewing the Status of the Request** will detail how to see the approval status of the Purchase Order request (or any other request made through Create Request)
- **Completing your Purchase Order** will give an overview of how to find your Purchase Order approval notification, and what to do with your approval to complete the payment process.

### Initiating the Request

The treasurer will:

1. Log into Workday
2. Access Create Request though either the Requests application icon on the Global Navigation menu (red arrow below), or by typing “create request” in the search bar.
3. Select COA Purchase Order in the list of requests, or type “purchase order” in the Request Type box before selecting “OK”.
4. Please fill in the request prompts as described below

| **Describe the Request:** Please add a short description of why you will be making the payment. |  |
| **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 of the payment. |  |
| **Describe the purchase you are making:** List any details of what you are purchasing- you might list items or services purchased, an event name and date, or an invoice/order numbers. |  |
| **Payor Organization Advisor to Approve:** Write in the name of the 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. |  |
| **University Department to be Paid:** Enter the name of the University Department or office you are paying. |  |
**Request Routing and Approvals**

Steps for this request to be fully processed:

1. The treasurer will fill out and submit the request in Workday
   a. The COA student accountants will review the request for accuracy and completeness.
   b. The request will be sent to the organization advisor to review and approve the request
   c. The COA manager will review and approve the request.
2. The request closes, and the Treasurer will receive an approval notification by email and in their Workday notifications.
3. The treasurer will reach out to the department or service center to share the approval notification.
4. The department may then bill your organization by providing your approval notification, invoice, and any other documentation to their Finance Delivery specialists to be processed.

**Completing Your Purchase Order**

Once the Purchase Order Request has been fully approved, you will receive an email from Workday. The email will include details and descriptions of the purchase from what you entered on the request form.

This approval will need to be submitted to the department or service center being paid, and should be submitted however they have communicated to you that they would like this done. **The only way they will know that they may charge your Program Worktag is by sharing the Purchase Order notification.** They may wish for the approval to be submitted electronically, over email, or printed and turned in to a certain location.

The completion of a **COA Purchase Order** request will also create a Workday notification, as an additional location where the approved purchase order can be found. Workday notifications can be accessed by clicking the bell in the upper right corner of the home page:

A list of notifications for completed requests and processes will appear. For a **COA Purchase Order**, when selecting the purchase order on the left column, the right side of the screen will display the notification
information. The PDF icon will generate a PDF that can be easily forwarded or printed to share with the department or service center you are paying.

As described on the notification, the department receiving the payment from your organization will process the payment after you have shared the notification with them.