

Campus Organization Accounting – What is a Program Worktag?

What is a *Program Worktag*?

A Program Worktag is the financial identifier for your organization, similar to an account number. A Program Worktag will be the letters PG followed by six digits (PGXXXXXX)

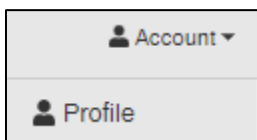
How do I find out what the Program Worktag is for my organization?

Your Program Worktag is available through the Student Org Database: <https://www.stuorg.iastate.edu/>

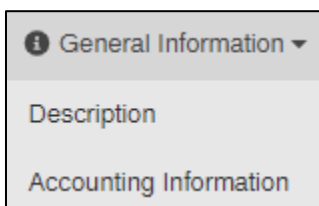
1. Log on to the database



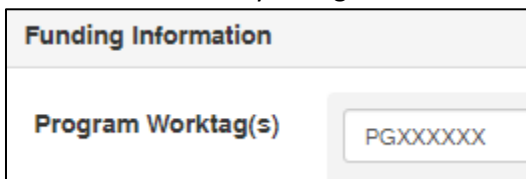
2. Click on "Account" where "Sign in" was and then "Profile"



3. Select your club or organization from the list in the center of the screen.
4. The checklist for your organization should appear. Select "Accounting Information", which is found in the "General Information" section. Please note that not all members or officers may have access to "Accounting Information," but Treasurers and Advisors do, and should be consulted if needed.



5. One of the fields within "Accounting Information" is "Program Worktag" where you'll see the letters PG followed by six digits.



What if there is no Program Worktag recorded in the database?

If your organization is newly recognized and is collecting dues or has obtained funding and needs a Program Worktag, please have the treasurer contact coa@iastate.edu. In your email, please include your reason why a new Program Worktag needs to be opened.

Some organizations that do not have funding and do not expect to do not have Program Worktags.