

Campus Organization Funding Support Request Form

Organization Treasurer: Please fill in the Funding Request section, and submit directly to the department, college, or unit

STEP 1: FUNDING REQUEST- to be completed by the campus organization treasurer

Campus Organization Name _____
Program Worktag PG _____
Treasurer Name _____
Email/Contact information _____

Please identify specific expenses/transactions being funded. The identifier will be the PCV# (P-card transaction verification number from the "Operational Transaction" column) or journal number (from the "Journal Number" column) found in the *ISU Transaction Detail* report in Workday.

If needed, you may provide this information on a separate worksheet or document attached to this request.

Budget line item: hotel, food, airfare, speaker, etc.	Transaction identifier e.g. PCV# or JE #	Total amount of original expense transaction	Amount requested for funding support (An amount less than or up to the total amount of the original expense)

Are you receiving Student Government funding for this event? Please write in Yes or No _____

STEP 2: FUNDING DECISION- to be completed by the department, college, or unit

Request approved (Yes or No) _____

New funding source _____

Budget line items approved

Business Purpose- how does this expense benefit the new funding source

Approved by: _____ Net ID: _____

STEP 3: PROCESSING THIS FORM - If approved, the department, college, or unit will forward this document along with any supporting documentation to finance_delivery@iastate.edu for processing.