

Student Organization Business Office

(SOBO)

159 IMU

sobo@uiowa.edu

319-335-3065

<http://csil.uiowa.edu/sobo>



Aiding student groups with all things financial.
Payments, purchases, travel plans,
contracts and more.





Student Organizations

- All student organization funds in a SOBO account and/or department account only
 - **NO BANK OR CREDIT UNION ACCOUNTS**
- Only an authorized signature representative (student) may sign and approve org. spending
 - Advisor approval is optional (unless noted in bylaws, constitution, etc.)
 - Signature reps. may be held responsible for unauthorized purchases, events, etc.



- *Expected to keep track of account balance and pending expenses independent from SOBO*

Things to Know

- Which funds you are spending:
 - SABAC (UISG)
 - GPAC (GPSG)
 - CSIL Grant
 - “00” own revenue funds
- Plan trips, events, major purchases 2 weeks prior.
- Request all other purchases 2 days prior.
- All printing and copying is done on campus.
- All Student Org. purchases involving a design must be submitted for approval (Licensing).



Student Government

Funding

- Requests made on OrgSync by deadline (9/09/16 & TBD)
- Two governments (graduate & undergraduate) meet and review requests
- Allocations announced on OrgSync
- Funds spent by contacting SOBO
- Must be spent as allocated
- Unspent funds return to student governments at end of school year

OrgSync



 **UISG**
University of Iowa
Student Government

GPSG
Graduate & Professional
Student Government



SOBO

Treasurer Resources



- csil.uiowa.edu/sobo
- Student Organization FAQ
 - Financial Guidelines

➤ Contact us (sobo@uiowa.edu) for 1-on-1 assistance

