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
Treasurer Resources

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

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