

Overview:

This document explains how Students can request a bookstore voucher in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Business Office at businessoffice@findlay.edu.

Icons referred to in this document



Add Row



Prompt



Related Actions



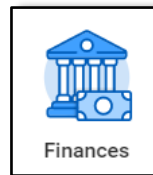
Required Field



Radio Button

Request a Bookstore Voucher

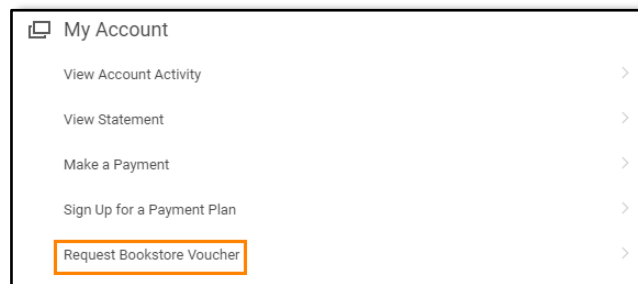
1. Click the **Finances** application on the Workday home page.



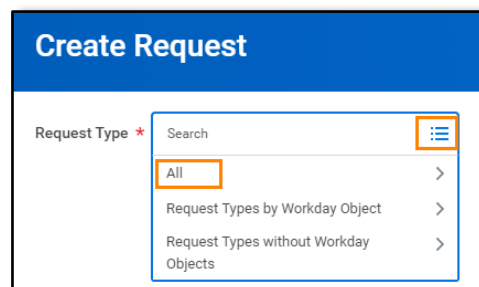
2. Under *My Account*, **More**.



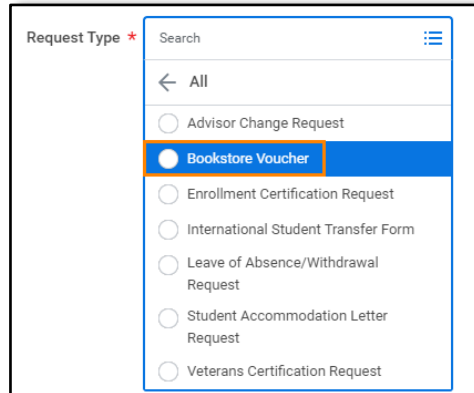
3. Click **Request Bookstore Voucher**.



4. Click the **Prompt** to select a **Request Type**.
5. Click **All**.



- Click **Bookstore Voucher**.



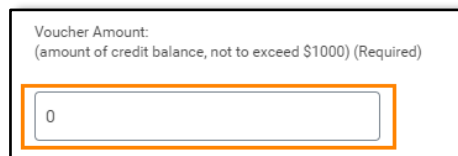
Request Type * Search

← All

- Advisor Change Request
- Bookstore Voucher**
- Enrollment Certification Request
- International Student Transfer Form
- Leave of Absence/Withdrawal Request
- Student Accommodation Letter Request
- Veterans Certification Request

- Click **OK**.
- Enter the **Voucher Amount**.

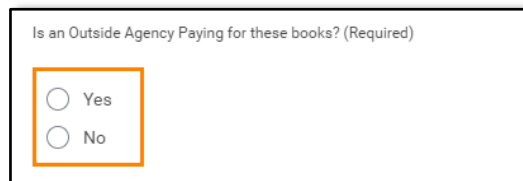
Note: You are requesting to use your excess Financial Aid. The amount cannot be greater than the credit balance on your student account and not to exceed \$1000.



Voucher Amount:
(amount of credit balance, not to exceed \$1000) (Required)

0

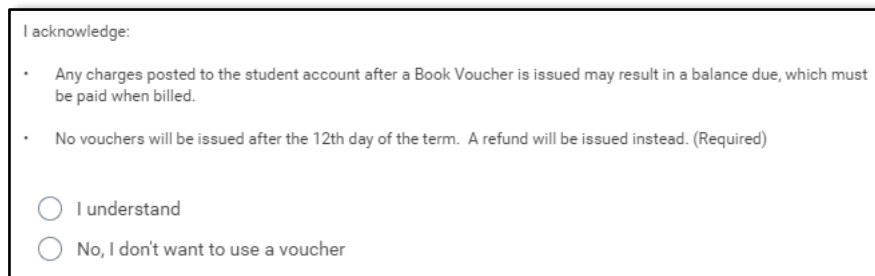
- Click the **Radio Button** to answer: “is an Outside Agency Paying for these books?”
Note: If you select “Yes”, enter the name of the Outside Agency.



Is an Outside Agency Paying for these books? (Required)

- Yes
- No

- Click the **Radio Button** to confirm your Bookstore Voucher request.



I acknowledge:

- Any charges posted to the student account after a Book Voucher is issued may result in a balance due, which must be paid when billed.
- No vouchers will be issued after the 12th day of the term. A refund will be issued instead. (Required)

- I understand
- No, I don't want to use a voucher

- Enter a **Comment** to support the request.
- Click **Submit**.
- Click **Done**.