Budget Requests

HOW TO SUBMIT A BUDGET REQUEST

Step 1: Log into OrgSync and choose the organization for which you are submitting the request under “My Memberships.”

Step 2: Choose “Treasury” under the “More” drop down
Step 3: Choose “Manage Budgets.”

Step 4: Select the appropriate funding period from the drop-down menu.
Step 5: Click the green “New Budget” button in the top right of the screen.

Step 6: Fill out the OrgSync form.
- “Budget Name” with the name of your event
- “Name” with your organization’s name
- Under Category, select “Campus Wide SAF Event”. A form will pop-up asking for the details of your event.
Step 7: List each item you are requesting.

- “No. Line Item” - select the appropriate category of that line item.
- “Description” - details/specifics i.e. vendor or what you plan to purchase
- “Request a Budget” - how much will this particular line item cost?
- “Add Line Item” as needed and continue until all items are listed.

Step 8: Click “Fill Out” below the last line item to confirm the details of the event.
Step 9: Under the section titled "Upload Documents", provide supporting documentation for the amounts requested. (See “Budget Request Documentation example packet” for more details.)

Step 10: At the bottom of the budget request, leave any additional comments or information you believe the Allocations Committee needs to know when reviewing your request. SUBMIT!

***Remember: Allocations Committee hosts open houses every funding period to assist you in any way that they can! Additionally, your Campus Activities Network Executive Board would be happy to walk you through a budget request during their office hours. SAGA, CAN, and SGLC are resources for your success!***