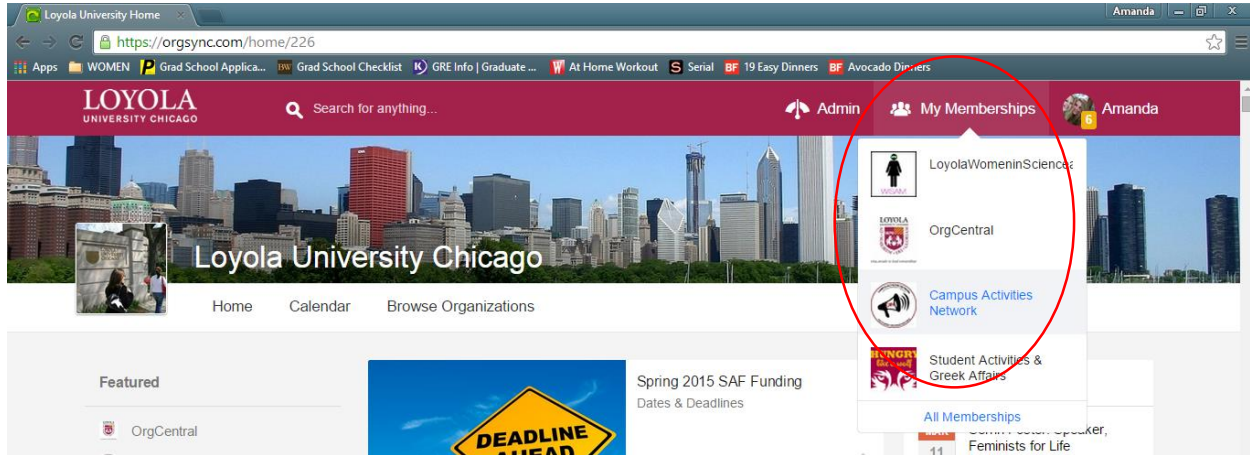


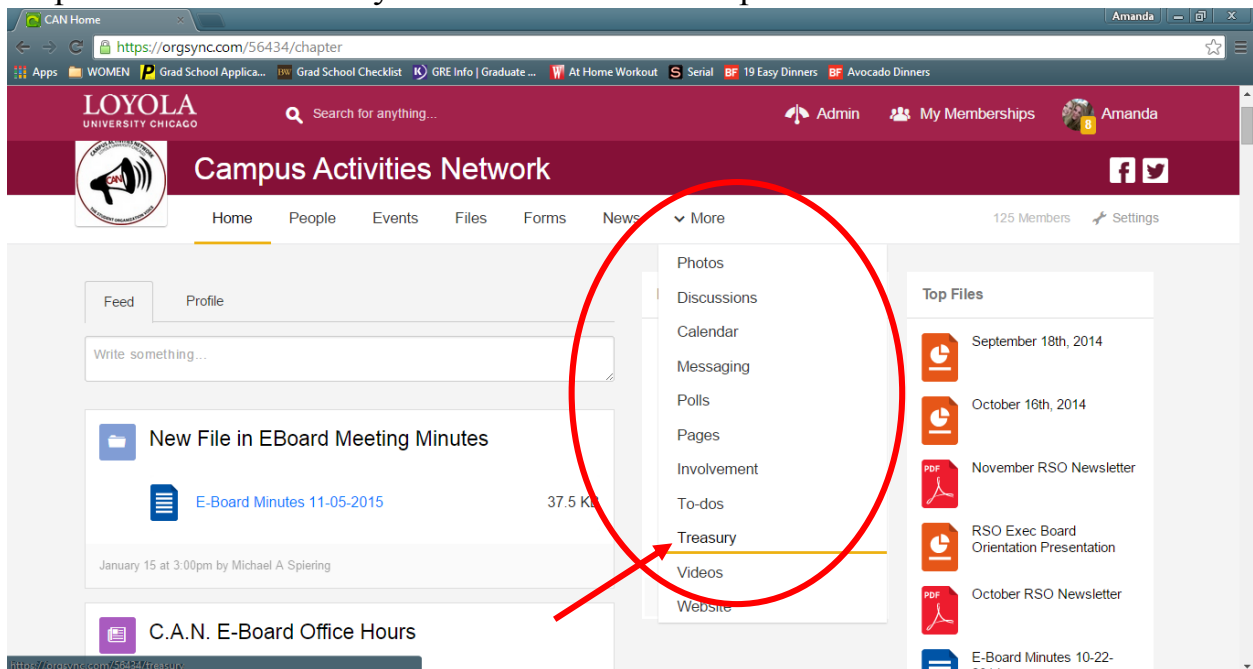
# Budget Requests

## HOW TO SUBMIT A BUDGET REQUEST

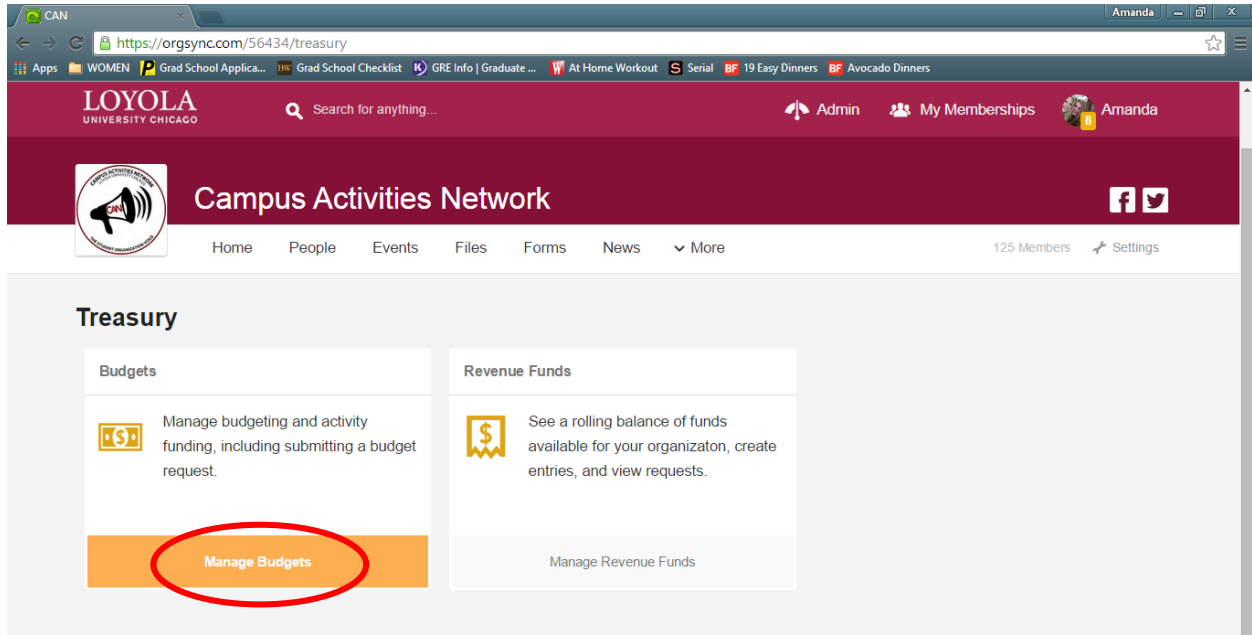
Step 1: Log into OrgSync and choose the organization for which you are submitting the request under “My Memberships.”



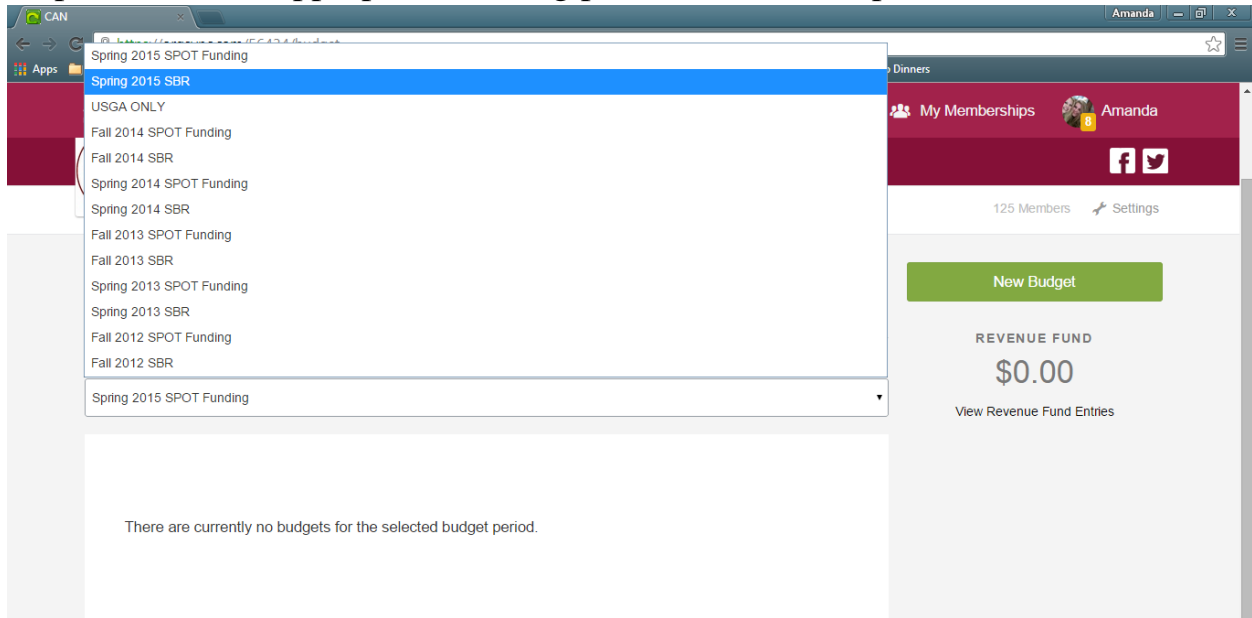
Step 2: Choose “Treasury” under the “More” drop down



### 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.

LOYOLA UNIVERSITY CHICAGO

Search for anything...

Admin My Memberships Amanda

Campus Activities Network

Home People Events Files Forms News More

125 Members Settings

### Budgets

Tool in: CAN Treasury

Period

Spring 2015 SPOT Funding

There are currently no budgets for the selected budget period.

**New Budget**

REVENUE FUND

\$0.00

View Revenue Fund Entries

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.

LOYOLA UNIVERSITY CHICAGO

Search for anything...

Admin My Memberships Amanda

Instructions

Request your SAF budget for Allocations Committee review. This budget request is only for campus-wide programs.

Budget Name

Sample Event

Budget Period:

Spring 2015 SPOT Funding

Budget Details

-- Select --

2510 - Revenue Funded Event

Campus-wide SAF Event

Start Up Funding

BUDGET ITEM

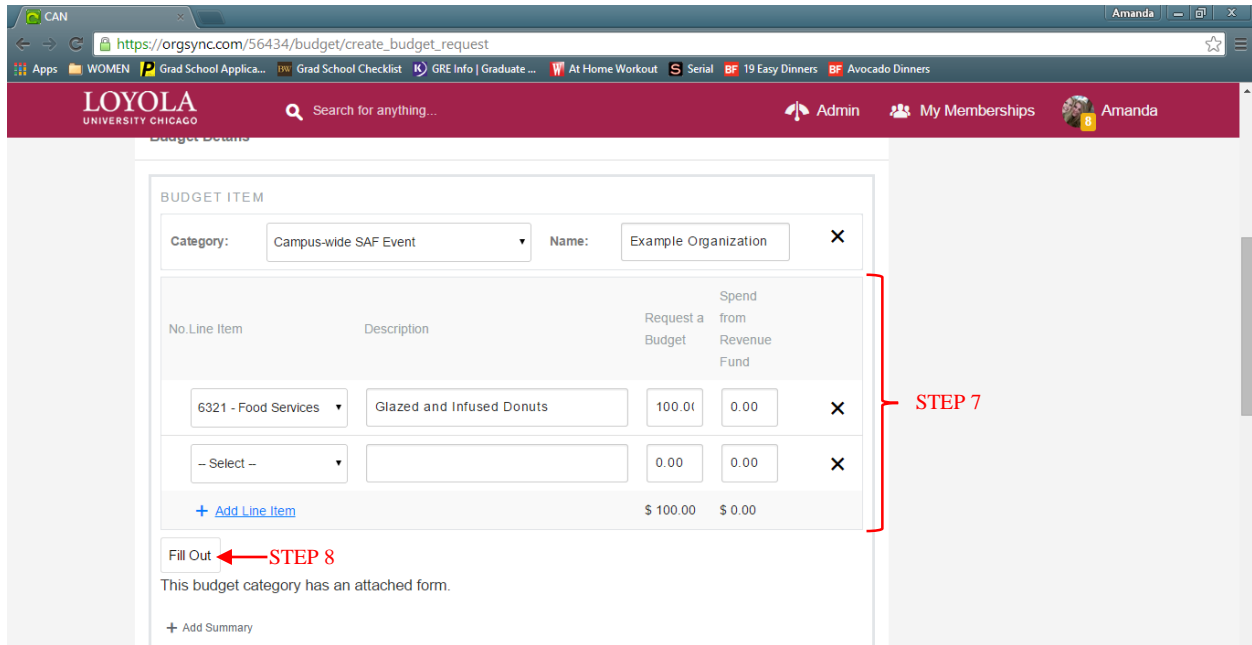
Category: -- Select -- Name: Example Organization

Spend

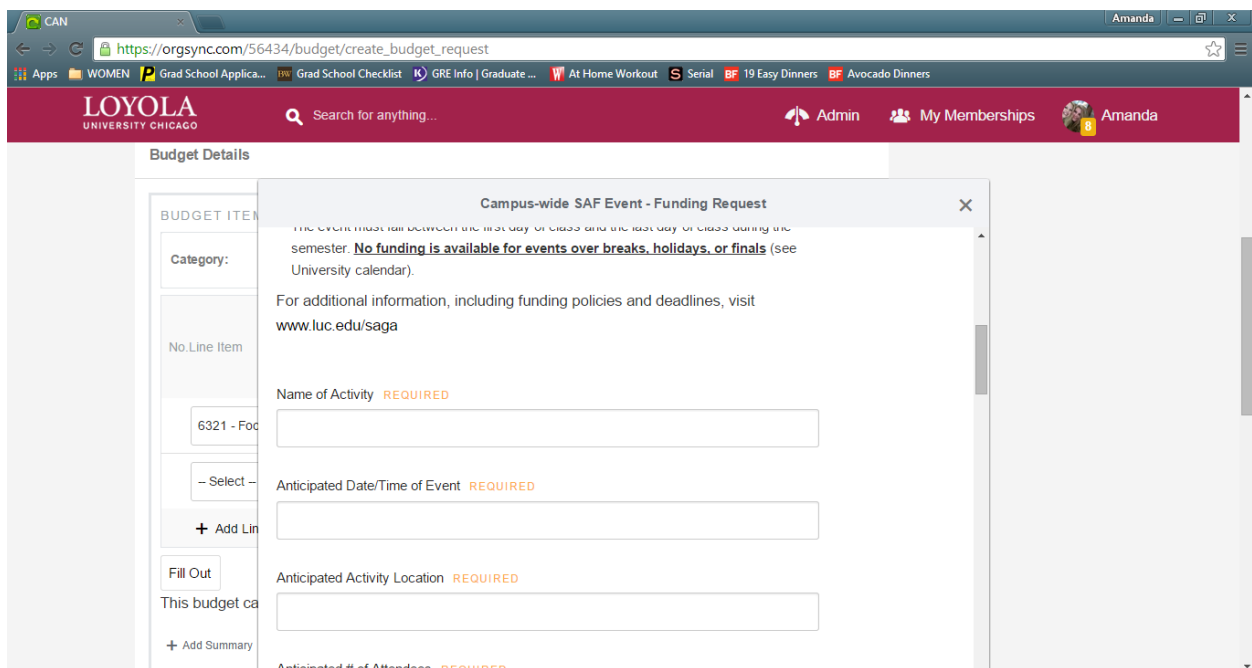
Request a from

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.)

The screenshot shows a web browser window with the URL [https://orgsync.com/56434/budget/create\\_budget\\_request](https://orgsync.com/56434/budget/create_budget_request). The page header includes the Loyola University Chicago logo and navigation links for Admin, My Memberships, and a user profile for Amanda. The main content area features a table with budget details:

Total for Budget Fund:	\$ 100.00
Total for Revenue Fund:	\$ 0.00
Grand Total Requested:	\$ 100.00

Below the table is a section titled "Upload Documents" (circled in red). It contains the text: "If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB." and "There are no uploads for this request." An "Upload" button is located at the bottom of this section.

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!**

The screenshot shows the same web browser window as above. The "Upload Documents" section is now partially obscured. The "Any Additional Comments?" section (circled in red) is the focus, featuring a text input field with the placeholder "Write a Comment...". Below this section is a red error message: "There are required fields missing!". At the bottom, there are two buttons: "Submit" (with a red arrow pointing to it) and "Save & Finish Later".

*\*\*\*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!\*\*\**