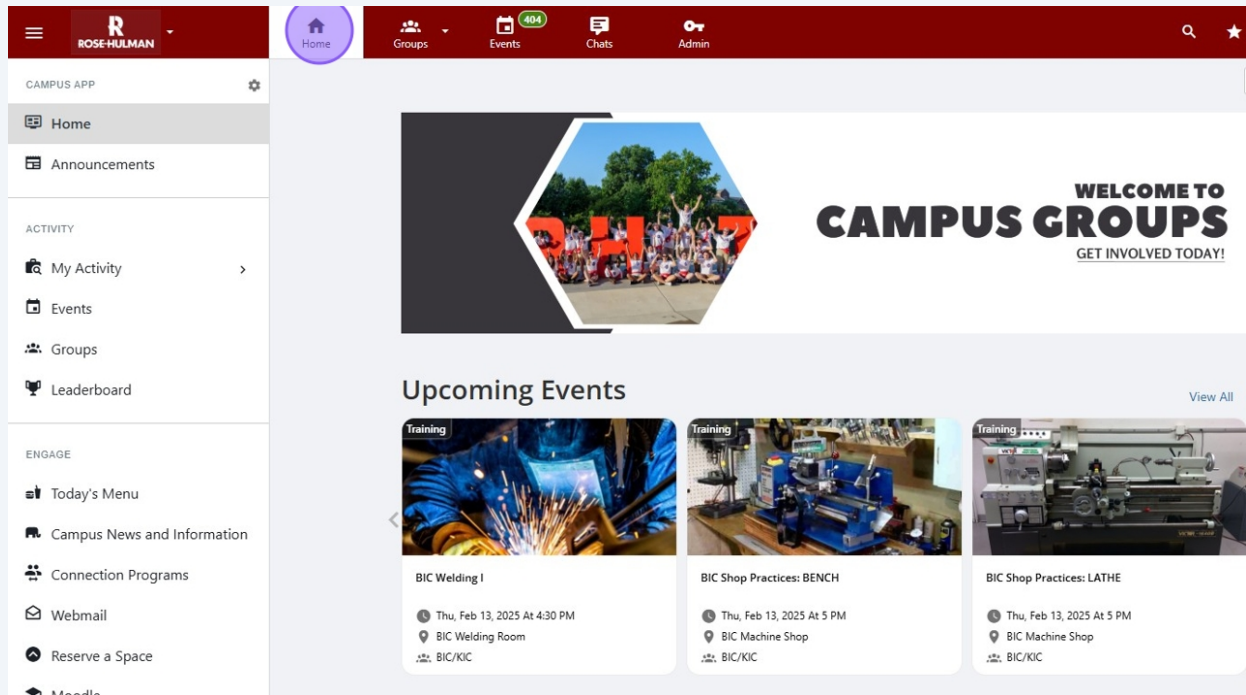
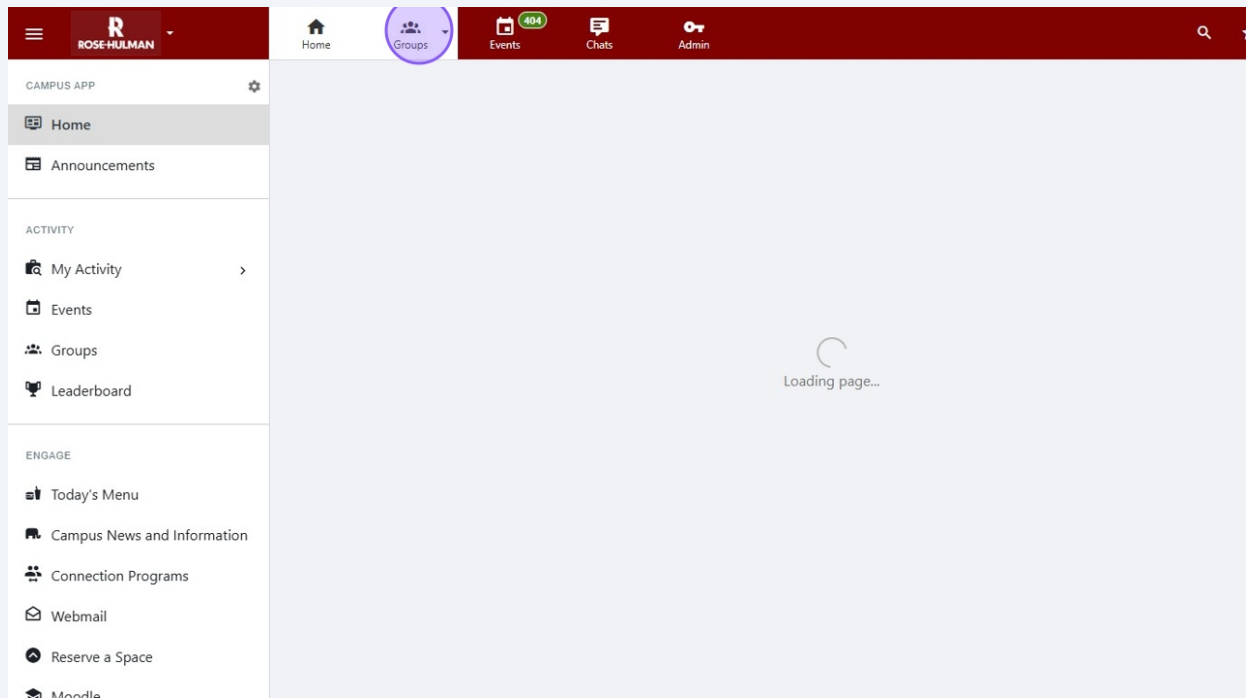


How To Request Payment for an SGA Org

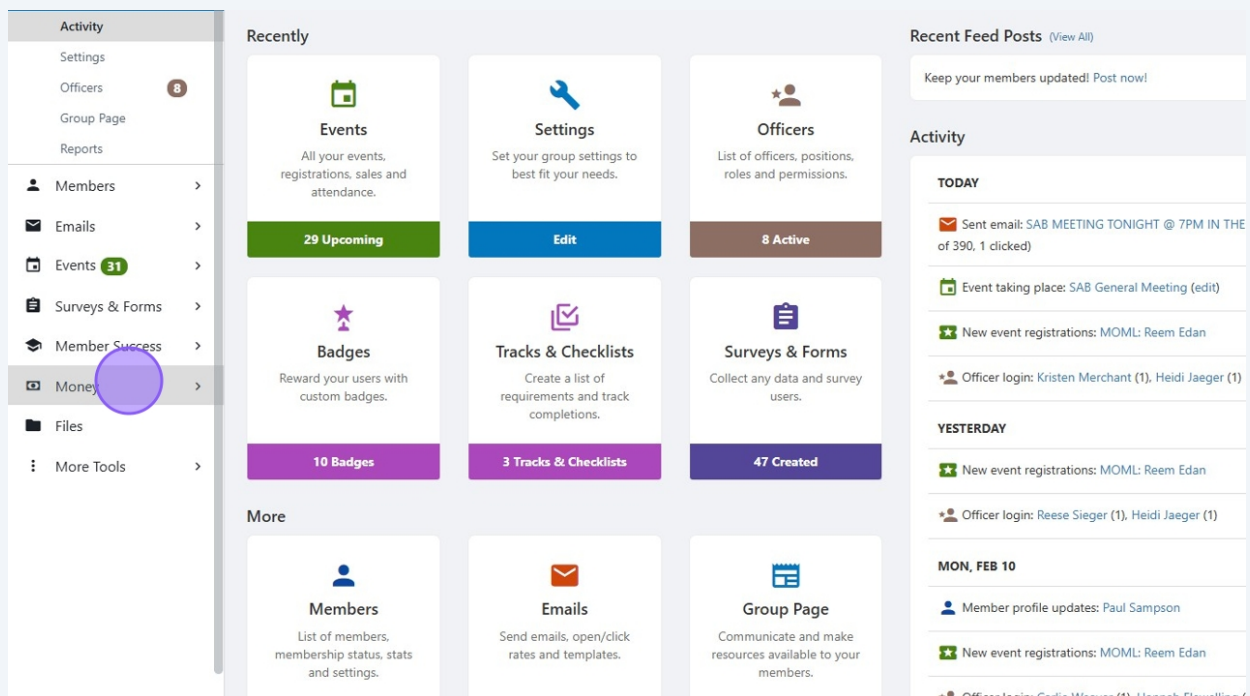
1 Navigate to Campus Groups



2 Click "Groups" and search for your organization



3 Once on your group's page, Click "Money:". This can be found in the main section as one of the tiles, or on the left-hand side.



4 Click "SGA Budget {respective year}"

The screenshot shows the 'Accounting Book' section of a software interface. The left sidebar contains a 'GROUP SECTION' menu with options like Dashboard, Members, Events, and Money. The 'Money' menu is expanded, showing 'Accounting Book' as the selected option. The main content area displays a table with columns: Budgets, Allocations/Revenues, and Expenses. The 'SGA Budget 2024-25' row is highlighted with a purple circle. Below this, there is a 'Transactions' section with a search bar and filters.

Budgets	Allocations/Revenues	Expenses
SGA Budget 2023-24		\$0.00
SGA Budget 2024-25		\$0.00 (+ \$12,893.63 pending)
Group Funds	\$0.00	\$0.00
Total	\$0.00	\$0.00 (+ \$12,893.63 pending)

5 Some groups have multiple "buckets". Navigate to the correct "bucket" for your purchase.

The screenshot shows the 'Student Activities Board' interface. The top navigation bar includes 'Funds Needed', 'Requested', 'Approved', 'Payment Requests', and 'Payments Approved'. The main content area displays a table with columns: #ID, REQUEST, BUDGET ITEMS, APPROVAL, and PAYMENTS - Approve Requests. The 'REQUEST' column shows a request for 'HERD' submitted by 'Carlie Weaver'. The 'BUDGET ITEMS' column shows 'Miscellaneous HERD'. The 'APPROVAL' column shows 'Approved'. The 'PAYMENTS - Approve Requests' column shows a list of payments. A purple circle highlights the 'Events' bucket in the 'REQUEST' column.

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Requests																																																						
1024	HERD Submitted By: Carlie Weaver Apr 25, 2024 1:28 PM BUDG_SAB_WEEK_6 Form: Budget Request / OTFR Form	<table border="1"> <thead> <tr> <th>Name</th> <th>Total Funds Needed</th> <th>Financed By Group</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td>Miscellaneous HERD</td> <td>12,893.63</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Name	Total Funds Needed	Financed By Group	Requested	Miscellaneous HERD	12,893.63	0.00		<table border="1"> <thead> <tr> <th>Approved</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table>	Approved	Notes	1		<table border="1"> <thead> <tr> <th>#ID</th> <th>Create Date</th> <th>Total Payment Requested</th> <th>From Approved</th> <th>From Group Funds</th> <th>Rem B:</th> </tr> </thead> <tbody> <tr> <td>#2445</td> <td>Aug 28, 2024</td> <td>-914.55</td> <td>-914.55</td> <td>0.00</td> <td></td> </tr> <tr> <td>#2446</td> <td>Aug 28, 2024</td> <td>-424.31</td> <td>-424.31</td> <td>0.00</td> <td></td> </tr> <tr> <td>#2492</td> <td>Sep 23, 2024</td> <td>-59.89</td> <td>-59.89</td> <td>0.00</td> <td></td> </tr> <tr> <td>#2494</td> <td>Sep 24, 2024</td> <td>-128.40</td> <td>-128.40</td> <td>0.00</td> <td></td> </tr> <tr> <td>#2528</td> <td>Oct 3, 2024</td> <td>-358.79</td> <td>-358.79</td> <td>0.00</td> <td></td> </tr> <tr> <td>#2562</td> <td>Oct 15, 2024</td> <td>-128.19</td> <td>-128.19</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Rem B:	#2445	Aug 28, 2024	-914.55	-914.55	0.00		#2446	Aug 28, 2024	-424.31	-424.31	0.00		#2492	Sep 23, 2024	-59.89	-59.89	0.00		#2494	Sep 24, 2024	-128.40	-128.40	0.00		#2528	Oct 3, 2024	-358.79	-358.79	0.00		#2562	Oct 15, 2024	-128.19	-128.19	0.00	
Name	Total Funds Needed	Financed By Group	Requested																																																							
Miscellaneous HERD	12,893.63	0.00																																																								
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#2528	Oct 3, 2024	-358.79	-358.79	0.00																																																						
#2562	Oct 15, 2024	-128.19	-128.19	0.00																																																						

6 Click "Request Payment"

The screenshot shows the Rose-Hulman financial system interface. At the top, there is a navigation bar with 'Home', 'Student Activ...', 'Events' (404), 'Chats', and 'Admin'. Below this, a table displays financial data with columns for 'Name', 'Total Funds Needed', 'Financed By Group', 'Requested', 'Approved', 'Notes', '#ID', 'Create Date', 'Total Payment Requested', 'From Approved', 'From Group Funds', and 'Remaining Balance'. A purple circle highlights the 'Request Payment' button in the table. Below the table, there is a section for 'Performances' with a 'Submitted By' field showing 'Carlie Weaver' and a 'Form' field showing 'Budget Request / OTFR Form'.

7 Select the "Payment Request" option for Transaction Type.

The screenshot shows the 'Payment/Budget Request' form. The form has a sidebar on the left with a navigation menu including 'Dashboard', 'Members', 'Emails', 'Events' (31), 'Surveys & Forms', 'Member Success', 'Money' (selected), 'Accounting Book', 'Budgeting', 'Online Revenues', 'Refund Requests', 'Download', 'Files', and 'More Tools'. The main form area is titled 'Payment/Budget Request' and contains a message: 'All P-Card and reimbursement requests should be submitted through this SGA budget to properly track your expenses.' Below this, there is a section for 'Miscellaneous' with budgeted, requested, and allocated amounts, and a remaining balance of \$8,277.75. The 'DETAILS' section includes a 'Transaction Type' dropdown menu set to 'Payment Request', a 'Description' field, and an 'AMOUNT' section with 'Revenue/Expense' set to 'Expense', 'From Allocated' set to \$8,277.75, and 'From Group Funds' set to \$0.

- 8 Click the "* Description" field and include a description of your purchase.

The screenshot shows the 'Payment/Budget Request' form. The left sidebar has a 'GROUP SECTION' menu with options: Dashboard, Members, Emails, Events (31), Surveys & Forms, Member Success, Money (selected), Accounting Book, Budgeting, Online Revenues, Refund Requests, Download, Files, and More Tools. The main form area has a title bar with a dollar sign icon and a close button. Below the title bar is a light blue box with the text: 'All P-Card and reimbursement requests should be submitted through this SGA budget to properly track your expenses.' Below this is another light blue box with the text: 'Miscellaneous', 'Budgeted: \$12000 > Requested: \$12000 > Allocated: \$12000', and 'Remaining: \$8,277.75'. The form is divided into sections: 'DETAILS', 'AMOUNT', and 'ADDITIONAL INFORMATION'. In the 'DETAILS' section, the '* Transaction Type' is set to 'Payment Request'. The '* Description' field is empty and highlighted with a purple circle. Below it is a small text: 'Ex: food, marketing materials, travel expenses, etc'. In the 'AMOUNT' section, the 'Revenue/Expense' is set to 'Expense'. The '* From Allocated' field shows '\$ 8277.75' and is highlighted with a purple circle. Below it is a small text: 'Numbers only'. The '* From Group Funds' field shows '\$ 0' and is highlighted with a purple circle. Below it is a small text: 'Numbers only' and 'Use funds from your group money balance'. The 'ADDITIONAL INFORMATION' section is empty.

- 9 Click the "* From Allocated" field. It will default to the remaining balance in that bucket. Edit this amount to your anticipated expense amount.

The screenshot shows the 'Payment/Budget Request' form. The left sidebar is the same as in the previous screenshot. The main form area is the same as in the previous screenshot. In the 'DETAILS' section, the '* Description' field now contains the text 'Test Payment'. In the 'AMOUNT' section, the '* From Allocated' field is highlighted with a purple circle. The '* From Group Funds' field is still '\$ 0'. The 'ADDITIONAL INFORMATION' section now has two fields: '* Receipts' with an 'Upload' button and '* Payee / Vendor' with an empty text field.

10

In the "* From Group Funds" field-LEAVE THIS BLANK. There are very few instances where this should be used.

DETAILS

* Transaction Type: Payment Request

* Description: Test Payment
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense: Expense

* From Allocated: \$ 32.00
Numbers only

* From Group Funds: \$ 0
Numbers only
Use funds from your group money balance

ADDITIONAL INFORMATION

* Receipts: Upload

* Payee / Vendor:
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes:

Total	From Approved	From Group Funds
29.67	-2,029.67	0.0
32.64	-32.64	0.0
8.60	-\$6,408.60	\$0.0
Total	From Approved	From Group Funds
0.00	-2,240.00	0.0
0.00	-1,400.00	0.0
0.00	-1,500.00	0.0
0.00	-200.00	0.0
0.00	-1,900.00	0.0

11 For reimbursements and invoices include the appropriate documentation here.

Even though you are requesting the use of a p-card, (therefore you won't have a receipt yet), we still request you provide something in this field.

1. If an online purchase, a screenshot of your cart, showing the total, is acceptable.
2. Otherwise, Excel spreadsheets with a breakdown of expenses and where you will be purchasing is VERY helpful as we process payment later.

***All receipts eventually need to show as "paid" with detailed information on what was purchased in order for Business Office to process.**

Ex: food, marketing materials, travel expenses, etc.

AMOUNT

Revenue/Expense: Expense

* From Allocated: \$ 32.00
Numbers only

* From Group Funds: \$ 0
Numbers only
Use funds from your group money balance

ADDITIONAL INFORMATION

* Receipts: Upload

* Payee / Vendor:
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes:

Close Next

12

You can even upload multiple documents at once if you are purchasing from more than one location.

The screenshot shows a mobile application interface with a modal titled "Upload Files". The modal has a close button (X) in the top right corner. Inside the modal, there is a button labeled "Upload documents" and a large dashed box with the text "Drop documents here". Below this, it lists "Valid File Types: zip, doc, docx, xls, xlsx, xlsxm, ppt, pptx, txt, pdf, jpg, jpeg, png". At the bottom right of the modal is a "Done" button. The background shows a "DETAILS" screen with a "Transaction Type" dropdown set to "Payment Request" and a "Description" field containing "Test Payment".

13

Click the "* Payee / Vendor" field. If you know where you are making your purchase, you can include that information here as well.

The screenshot shows a mobile application interface with a form titled "AMOUNT" and "ADDITIONAL INFORMATION". The "AMOUNT" section includes a "Revenue/Expense" dropdown set to "Expense", a "* From Allocated" field with a value of "\$ 32.00", and a "* From Group Funds" field with a value of "\$ 0". The "ADDITIONAL INFORMATION" section includes a "* Receipts" field with an "Upload" button, a "* Payee / Vendor" field (highlighted with a purple circle), and an "Additional Notes" text area. The "* Payee / Vendor" field has a placeholder text: "Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)". At the bottom right of the form are "Close" and "Next" buttons. The background shows a sidebar menu with options like "Members", "Emails", "Events", "Surveys & Forms", "Member Success", "Money", "Accounting Book", "Budgeting", "Online Revenues", "Refund Requests", "Download", "Files", and "More Tools".

14

If you have any other information that would be helpful when we are processing your payments later, please add that here. Details are really helpful.

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

* From Allocated
Numbers only

* From Group Funds
Numbers only
Use funds from your group money balance

ADDITIONAL INFORMATION

* Receipts

* Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes

15

Click "Next"

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

* From Allocated
Numbers only

* From Group Funds
Numbers only
Use funds from your group money balance

ADDITIONAL INFORMATION

* Receipts

* Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes

16

Next you will be directed to the Payment Request supplemental form. For SGA funded groups, you will click the "SGA" field.

The screenshot shows a web application interface. On the left is a sidebar menu with items: Members, Emails, Events (31), Surveys & Forms, Member Success, Money (selected), Accounting Book, Budgeting, Online Revenues, Refund Requests, Download, Files, and More Tools. The main content area displays a 'Payment Requests DRAFT' form. At the top of the form is a progress bar at 0%. Below the title is a 'Save As PDF' button. The section is titled 'Funding Source' and includes a welcome message: 'Welcome to the payment request form! Please submit a separate payment request for each individual being reimbursed. Have a great day!'. The question 'What is your funding source? *' is followed by four radio button options: RHA, SGA (highlighted with a purple circle), IFC or Panhellenic, and Other Non-SGA Account (TESTONLY). At the bottom of the form are two buttons: 'Save Form as Draft' and 'Next »'. The background shows a blurred table with columns for dates, amounts, and group names.

17

Click "Next »"

This screenshot is identical to the one in step 16, showing the 'Payment Requests DRAFT' form. In this step, the 'Next »' button at the bottom right of the form is highlighted with a purple circle, indicating the next action to be taken. The 'SGA' radio button remains selected.

18

Please make sure to select the correct group type. If the incorrect type is selected, this could slow down the approval process. If you are unsure which to select, please reach out to Kristen Merchant for assistance.

Payment Requests DRAFT [Save As PDF](#)

SGA Form

Welcome to SGA's payment form! As a reminder, you should only be submitting this form if you are the treasurer or president for your club or organization. Please submit a separate payment request for each individual being reimbursed. Have a great day!

For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

What is your group type? *

- ☐ Club Sports
- ☐ Competition Team
- ☐ Graduation Cohort (Class of 20xx)
- ☐ Greek Life - Men
- ☐ Greek Life - Women
- ☐ Identity/Affinity Organization
- ☐ Student Performing Arts Organization
- ☐ Student Organization

On behalf of what organization are you submitting this blue form? *

- Select Group -

What type of payment request

-

19

Select your organization from the dropdown menu.

SGA Form

Welcome to SGA's payment form! As a reminder, you should only be submitting this form if you are the treasurer or president for your club or organization. Please submit a separate payment request for each individual being reimbursed. Have a great day!

For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

What is your group type? *

- ☐ Club Sports
- ☐ Competition Team
- ☐ Graduation Cohort (Class of 20xx)
- ☐ Greek Life - Men
- ☐ Greek Life - Women
- ☐ Identity/Affinity Organization
- ☐ Student Performing Arts Organization
- ☒ Student Organization

On behalf of what organization are you submitting this blue form? *

Student Activities Board

What type of payment request

-

What is the club's account number that you are paying out of? *

Please only enter the first 5 digits. For example, SGA accounts look like: 82XXXX.

If you are using multiple budgets to pay for this request, what is the other account

Please only enter the first 5 digits. For example, most organization-specific accounts look like: 86XXXX.

20

For p-card purchases, select the "P-Card Purchasing" option from the dropdown menu.

Members >
Emails >
Events 31 >
Surveys & Forms >
Member Success >
Money >
Accounting Book
Budgeting
Online Revenues
Refund Requests
Download
Files
More Tools >

SGA Form

Welcome to SGA's payment form! As a reminder, you should only be submitting this form if you are the treasurer or president for your club or organization. Please submit a separate payment request for each individual being reimbursed. Have a great day!

For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

What is your group type? *

☐ Club Sports
☐ Competition Team
☐ Graduation Cohort (Class of 20xx)
☐ Greek Life - Men
☐ Greek Life - Women
☐ Identity/Affinity Organization
☐ Student Performing Arts Organization
☒ Student Organization

On behalf of what organization are you submitting this blue form? *

Student Activities Board

What type of payment request are you submitting? *

P-Card Purchasing

Have you already requested (submitted a separate payment request) or picked up a P-Card for your purchases? *

☐ Yes
☐ No

Who is the person requesting the P-Card? *

Start typing and wait for suggestions...

32.64	-32.64	0.00
Payment		
8.60	-\$6,408.60	\$0.00
Total	ment	sted
0.00	-2,240.00	0.00
0.00	-1,400.00	0.00
0.00	-1,500.00	0.00
0.00	-200.00	0.00
0.00	-1,900.00	0.00
2.50	-292.50	0.00
6.00	-1,576.00	0.00

21

MOST of the time, you will click the "No" field for if you already have requested a card. This just helps limit number of notifications you will receive.

If you already have a pending p-card request out or if you already have a p-card with you and you're just requesting an additional purchase, you can click "Yes".

Members >
Emails >
Events 31 >
Surveys & Forms >
Member Success >
Money >
Accounting Book
Budgeting
Online Revenues
Refund Requests
Download
Files
More Tools >

For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

What is your group type? *

☐ Club Sports
☐ Competition Team
☐ Graduation Cohort (Class of 20xx)
☐ Greek Life - Men
☐ Greek Life - Women
☐ Identity/Affinity Organization
☐ Student Performing Arts Organization
☒ Student Organization

On behalf of what organization are you submitting this blue form? *

Student Activities Board

What type of payment request are you submitting? *

P-Card Purchasing

Have you already requested (submitted a separate payment request) or picked up a P-Card for your purchases? *

☒ Yes
☐ No

Who is the person requesting the P-Card? *

Start typing and wait for suggestions...

What is the club's account number that you are paying out of? *

Please only enter the first 5 digits. For example, SGA accounts look like: 82XXXX.

32.64	-32.64	0.00
Payment		
8.60	-\$6,408.60	\$0.00
Total	ment	sted
0.00	-2,240.00	0.00
0.00	-1,400.00	0.00
0.00	-1,500.00	0.00
0.00	-200.00	0.00
0.00	-1,900.00	0.00
2.50	-292.50	0.00
6.00	-1,576.00	0.00

22

In this field, it needs to be the name of the person that will be picking up and using the card.

Reminder-only officers are allowed to use the card. Also, whoever picks up the card is to be the one making the purchase. We do not allow the cards to be passed around.

Members

Emails

Events 31

Surveys & Forms

Member Success

Money

Accounting Book

Budgeting

Online Revenues

Refund Requests

Download

Files

More Tools

For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

What is your group type? *

☐ Club Sports
☐ Competition Team
☐ Graduation Cohort (Class of 20xx)
☐ Greek Life - Men
☐ Greek Life - Women
☐ Identity/Affinity Organization
☐ Student Performing Arts Organization
☒ Student Organization

On behalf of what organization are you submitting this blue form? *

Student Activities Board

What type of payment request are you submitting? *

P-Card Purchasing

Have you already requested (submitted a separate payment request) or picked up a P-Card for your purchases? *

☐ Yes
☒ No

Who is the person requesting the P-Card? *

Start typing and wait for suggestions...

What is the club's account number that you are paying out of? *

Please only enter the first 5 digits. For example, SGA accounts look like: 82XXXX.

32.64	-32.64	0.0
ymment		
8.60	-\$5,408.60	\$0.0
Total ment	From Approved	From Group Fund
0.00	-2,240.00	0.0
0.00	-1,400.00	0.0
0.00	-1,500.00	0.0
0.00	-200.00	0.0
0.00	-1,900.00	0.0
2.50	-292.50	0.0
6.00	-1,576.00	0.0

23

Click the "What is the club's account number that you are paying out of (also known as a FOPAL code)? For all SGA clubs, this number will start with an 82_ _ _ . If you are unsure of your FOPAL code, reach out to the Business Office for assistance.

Members > Emails > Events 31 > Surveys & Forms > Member Success > Money > Accounting Book > Budgeting > Online Revenues > Refund Requests > Download > Files > More Tools >

☐ Greek Life - Women
☐ Identity/Affinity Organization
☐ Student Performing Arts Organization
☒ Student Organization

On behalf of what organization are you submitting this blue form? *
 Student Activities Board

What type of payment request are you submitting? *
 P-Card Purchasing

Have you already requested (submitted a separate payment request) or picked up a P-Card for your purchases? *
☐ Yes
☒ No

Who is the person requesting the P-Card? *
 Kristen Merchant

What is the club's account number that you are paying out of? *
 Please only enter the first 5 digits. For example, SGA accounts look like: 82XXXX.

If you are using multiple budgets to pay for this request, what is the other account number that is being used?
 Please only enter the first 5 digits. For example, most organization-specific accounts look like: 86XXXX or 88XXXX.

I acknowledge that I have read the Purchasing Card Guidelines and will abide by all outlined
☐ I agree
This includes returning the card within 24 hours to the appropriate Org Coordinator along with ALL associated receipts.

32.64	-32.64	0.0
8.60	-6,408.60	\$0.0
Total	From	From
ment	Approved	Grou
0.00	-2,240.00	0.0
0.00	-1,400.00	0.0
0.00	-1,500.00	0.0
0.00	-200.00	0.0
0.00	-1,900.00	0.0
2.50	-292.50	0.0
6.00	-1,576.00	0.0

24

Make sure you review the guidelines and procedures for p-card use and then Click the "I agree" field.

Student Organization

On behalf of what organization are you submitting this blue form? *
 Student Activities Board

What type of payment request are you submitting? *
 P-Card Purchasing

Have you already requested (submitted a separate payment request) or picked up a P-Card for your purchases? *
☐ Yes
☒ No

Who is the person requesting the P-Card? *
 Kristen Merchant

What is the club's account number that you are paying out of? *
 1234
Please only enter the first 5 digits. For example, SGA accounts look like: 82XXXX.

If you are using multiple budgets to pay for this request, what is the other account number that is being used?
 Please only enter the first 5 digits. For example, most organization-specific accounts look like: 86XXXX or 88XXXX.

I acknowledge that I have read the Purchasing Card Guidelines and will abide by all outlined purchasing card policies. *
☒ I agree
This includes returning the card within 24 hours to the appropriate Org Coordinator along with ALL associated receipts.

Document: Organization_Proper_Card_Use_Guidelines_and_Procedures

P-card Acknowledgement *
☐ I agree I have read and will follow Rose-Hulman's proper card use policies

32.64	-32.64	0.0
8.60	-6,408.60	\$0.0
Total	From	From
ment	Approved	Grou
0.00	-2,240.00	0.0
0.00	-1,400.00	0.0
0.00	-1,500.00	0.0
0.00	-200.00	0.0
0.00	-1,900.00	0.0
2.50	-292.50	0.0
6.00	-1,576.00	0.0

25 Provide your virtual signature here.

Dashboard

Members

Emails

Events 31

Surveys & Forms

Member Success

Money

Accounting Book

Budgeting

Online Revenues

Refund Requests

Download

Files

More Tools

associated receipts.

P-card Acknowledgement *

Document: Organization_Proper_Card_Use_Guidelines_and_Procedures

☒ I agree I have read and will follow Rose-Hulman's proper card use policies

I hereby acknowledge, upon receipt of a Rose-Hulman Institute of Technology MasterCard Departmental Purchasing Card: As a user of the Departmental Card, I agree to comply with the terms and conditions of this Agreement and the P-Card Program Guidelines. I acknowledge that I have read and understand the terms and conditions of this Agreement and the P-Card Program Guidelines. I understand that Rose-Hulman Institute of Technology is liable to JP Morgan Chase and MasterCard for all Rose-Hulman Institute of Technology charges. I agree to use this card for Rose-Hulman Institute of Technology approved purchases only and agree not to charge personal purchases. I understand that Rose-Hulman Institute of Technology will audit the use of this card and report any discrepancies. I further understand that improper use of the card may result in disciplinary action, which may include monetary fines, removal from organization, and/or disciplinary action. I agree to repay Rose-Hulman Institute of Technology any amounts owed by me even if I am no longer attending Rose-Hulman Institute of Technology. I understand that the card is property of Rose-Hulman Institute of Technology. I further understand that Rose-Hulman Institute of Technology may terminate my right to use this card at any time for any reason.

By signing here I verify that all information above is accurate and that the above detailed purchases do abide by the terms and conditions of the student organization's funding by the Student Government Association as specified in the Constitution and Treasury Operating Code of the Student Government Association and/or Rose-Hulman's purchasing guidelines at time of purchase, and that if the above listed purchases fail to comply with the specified terms and conditions, the members of the above mentioned student organization will be held financially liable for the actual

29.67	-2,029.67	0.0
32.64	-32.64	0.0
18.60	-5,408.60	\$0.0
Total	From	From
ment	Approved	Group
0.00	-2,240.00	0.0
0.00	-1,400.00	0.0
0.00	-1,500.00	0.0
0.00	-200.00	0.0
0.00	-1,900.00	0.0
2.50	-292.50	0.0

26 Click "Next »"

Dashboard

Members

Emails

Events 31

Surveys & Forms

Member Success

Money

Accounting Book

Budgeting

Online Revenues

Refund Requests

Download

Files

More Tools

Departmental Purchasing Card: As a user of the Departmental Card, I agree to comply with the terms and conditions of this Agreement and the P-Card Program Guidelines. I acknowledge that I have read and understand the terms and conditions of this Agreement and the P-Card Program Guidelines. I understand that Rose-Hulman Institute of Technology is liable to JP Morgan Chase and MasterCard for all Rose-Hulman Institute of Technology charges. I agree to use this card for Rose-Hulman Institute of Technology approved purchases only and agree not to charge personal purchases. I understand that Rose-Hulman Institute of Technology will audit the use of this card and report any discrepancies. I further understand that improper use of the card may result in disciplinary action, which may include monetary fines, removal from organization, and/or disciplinary action. I agree to repay Rose-Hulman Institute of Technology any amounts owed by me even if I am no longer attending Rose-Hulman Institute of Technology. I understand that the card is property of Rose-Hulman Institute of Technology. I further understand that Rose-Hulman Institute of Technology may terminate my right to use this card at any time for any reason.

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kristen

32.64	-32.64	0.00	5,591.40
18.60	-5,408.60	\$0.00	\$5,591.40
Total	From	From	Remaining
ment	Approved	Group	Balance
0.00	-2,240.00	0.00	
0.00	-1,400.00	0.00	
0.00	-1,500.00	0.00	
0.00	-200.00	0.00	
0.00	-1,900.00	0.00	
2.50	-292.50	0.00	

« Back

Save Form as Draft

Next »

27 Don't forget to hit Submit!

67%

Payment Requests DRAFT

Save As PDF

Don't forget to hit submit below!

Thank you for submitting your payment request. Please allow at least 2 weeks for processing. To view the step your request is in, go to the Campus Groups Home page and select "My Surveys/Forms" from the left hand side. The bolded step is where the process is currently waiting.

« Back Save Form as Draft **Submit Form for Approval**

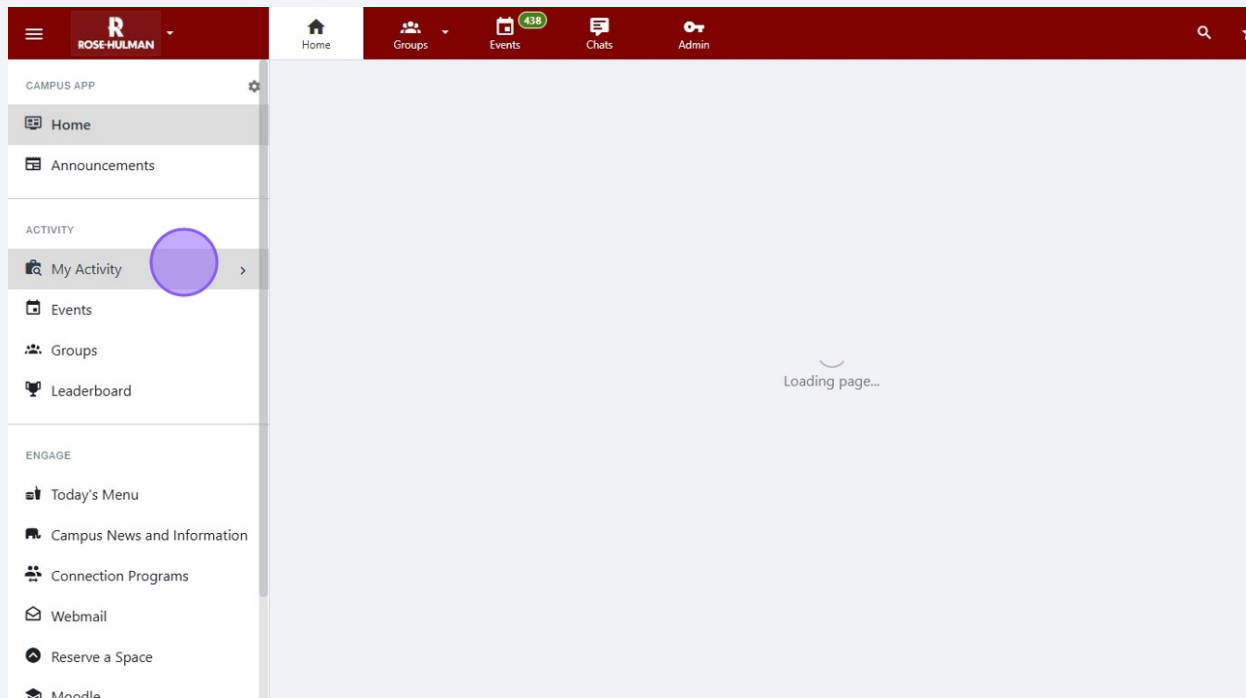
	From Approved	From Group Funds	Remaining Balance
#2676 Nov 11, 2024	-1,500.00	-1,500.00	0.00
#2677 Nov 11, 2024	-200.00	-200.00	0.00
#2678 Nov 11, 2024	-1,900.00	-1,900.00	0.00
#2709 Dec 2, 2024	-292.50	-292.50	0.00
#2768	-1,576.00	-1,576.00	0.00

28 To make a payment request for a reimbursement, invoice payment, or budget transfer, this same process is followed. You just select the respective request type in the Request Type question dropdown.

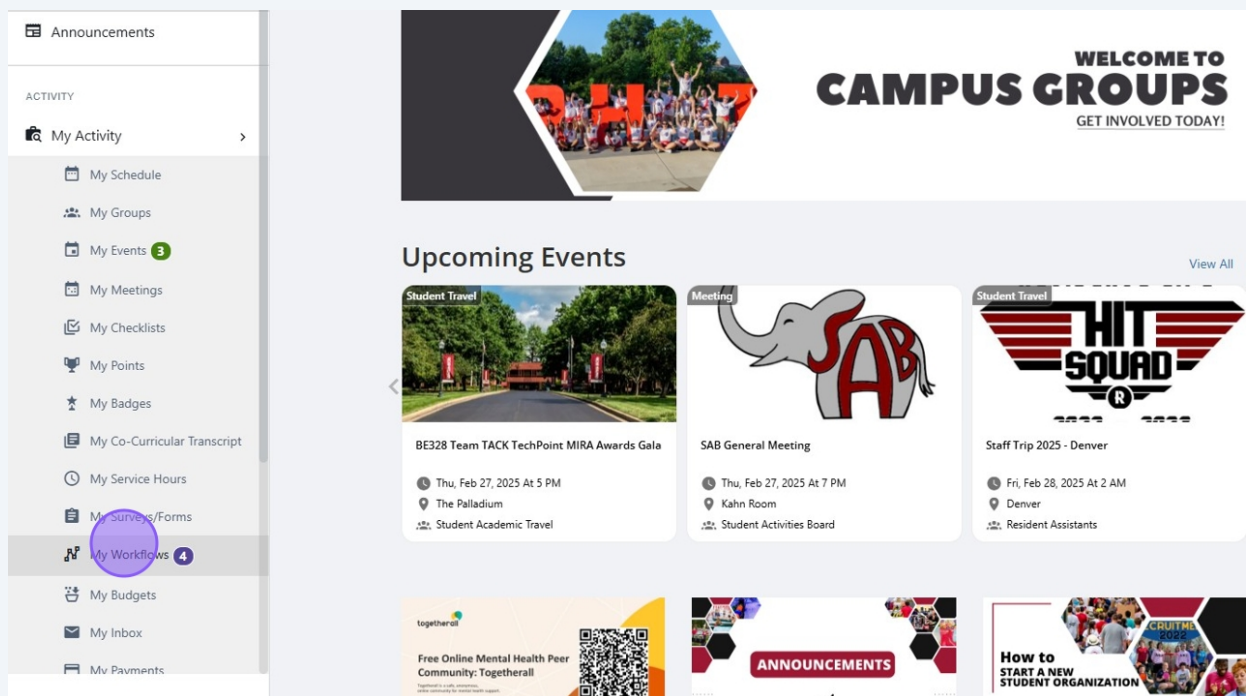
You will also provide receipts upfront for these other types of requests.

29 After hitting submit, the first approval step is for the President OR Treasurer of the organization to approve the request (even if it was the president or treasurer that submitted the request).

30 Make sure to complete this step by going to the Home Page and click "My Activity"



31 Click "My Workflows"



32

Find the appropriate workflow request, click View, then click Approve.

The "Action Required Workflows" filter shows you only workflows where it is your turn to approve. To see all active workflows, change the first filter to "Active Workflows"

My Workflows (4)

Search Workflows or Sult Action Required W... Pending / Requires ... Workflow Template Survey Updated On

- Payment Request Workflow** PENDING APPROVAL
Heidi Jaeger
Payment Requests
Student Activities Board (Softball Bandanas)
Last updated on Feb 17, 2025 6:18 PM
Submitted on Feb 17, 2025 6:18 PM
[View](#)
- Student Organization Event Approval Workflow** PENDING APPROVAL
Rafael Arebalo
Student Event Approval Form
[View](#)

Payment Request Workflow Steps:

- Student Organization Approval: AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES
- Advisor Approval: AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES
- Student Organizations Org Coordinator Approval: AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES
- Student Notification P-Card Pick Up: SEND A NOTIFICATION TO EVERYONE IN EACH TEAM
- Student Organizations Org Coordinator Concur Processing: AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES
- SGA P-Card Approval: AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES