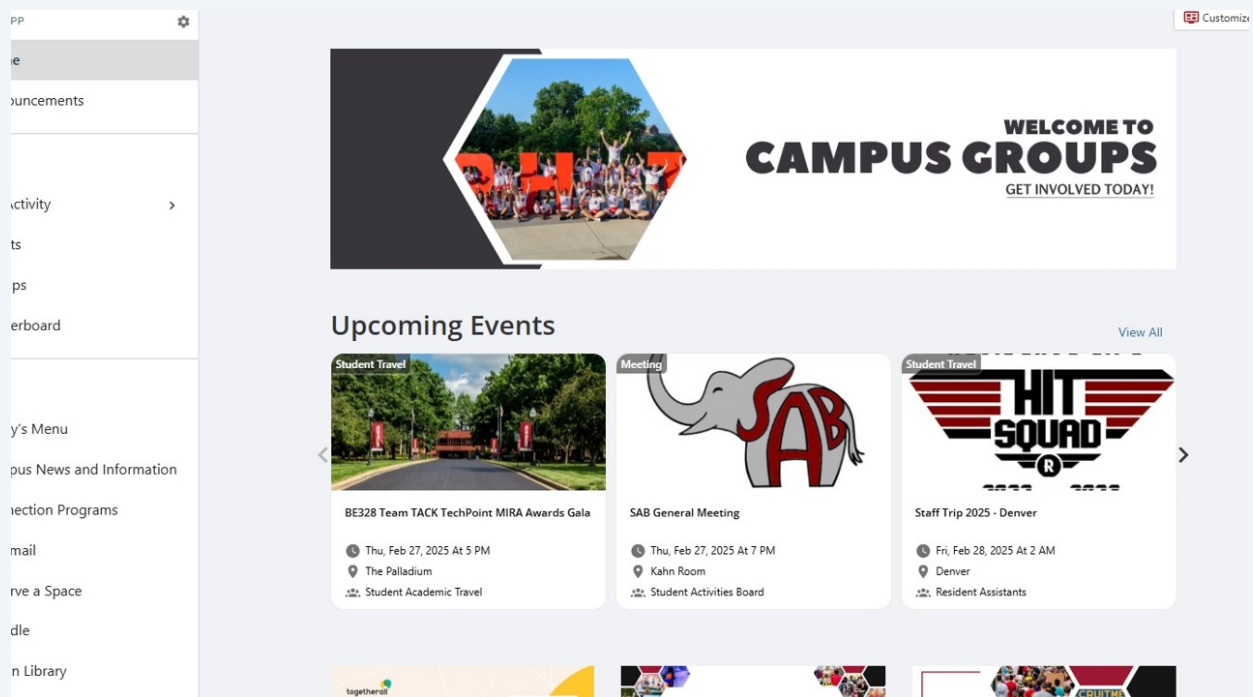


# How to Create a Budget Request for an SGA Funded Club

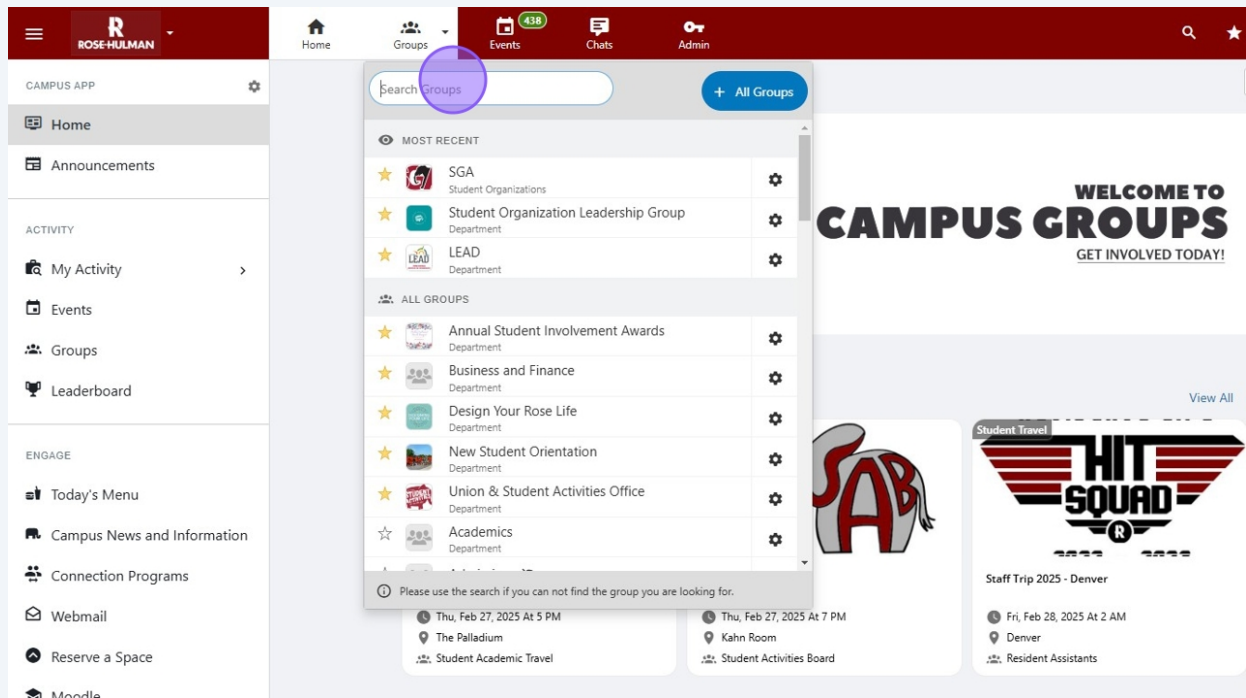
This same process can be used for the annual budget request, OTFR requests, or probationary budget requests.

1

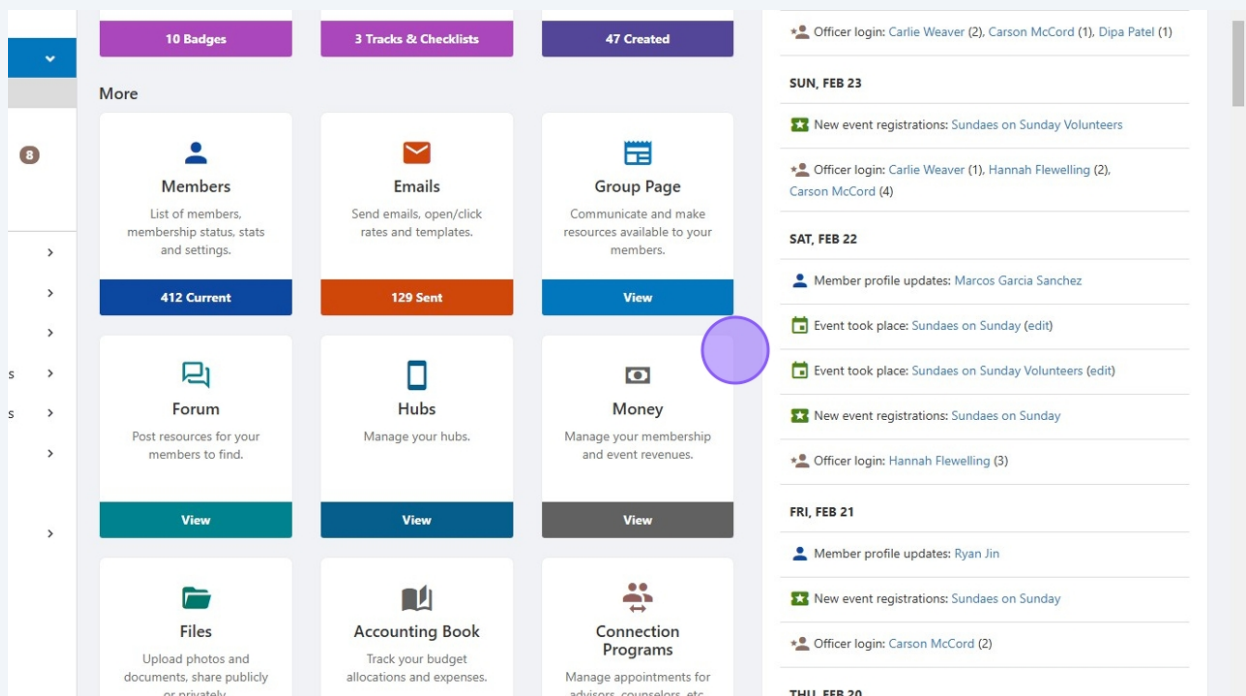
Navigate to [https://rosehulman.campusgroups.com/web\\_app?id=24040&menu\\_id=56483&if=0&](https://rosehulman.campusgroups.com/web_app?id=24040&menu_id=56483&if=0&)



2 Click the "Search Groups" field and select your organization.



3 In your group's management page, navigate to the money module either from the tile seen here OR...



4 Click "Money" on the left-hand navigation pane.

The screenshot shows a dashboard with a left-hand navigation pane. The 'Money' option is highlighted with a purple circle. The main area displays a grid of cards for various functions: Members (412 Current), Emails (129 Sent), Group Page (View), Forum (View), Hubs (View), Money (View), Files (348 Uploaded), Accounting Book (View), and Connection Programs (View Programs). The right-hand side shows a calendar view for February 2023, with events listed for Sunday, Saturday, Friday, and Thursday.

5 You may have multiple budgets listed. Make sure you are making the request within the correct budgeting year.

The screenshot shows the 'Accounting Book' section. A table lists budgets with columns for Budgets, Allocations/Revenues, and Expenses. The 'SGA Budget 2024-25' is highlighted with a purple circle. Below the table, there is a 'Transactions (126)' section with a search bar and filters.

Budgets	Allocations/Revenues	Expenses
SGA Budget 2023-24		\$
SGA Budget 2024-25		\$ (+ \$ pending)
Group Funds	\$0.00	\$0.00
Total	\$	\$ (+ \$1 , )

## 6 In the top, right corner, click "Create Budget Request"

This is the SGA budget for the 2024-25 academic year. Please make sure to track any expenditures and submit to ensure that vendors are being paid appropriately.

### Budget - Student Activities Board

Admin Settings View All Groups **Create Budget Request**

SGA Budget 2024-25 Filter By Student Activities Board Download Report

**Budget Submission**  
Deadline **Jul 1, 2024 4:00 PM**  
Group officers can submit budget requests.

**Budget Review & Approval**  
Deadline **Jul 1, 2024 12:05 AM**  
Budget administrators review submissions and approve/reject the amounts requested.

**Payments / OTFR**  
Deadline **Jun 30, 2025 11:55 PM**  
Group officers can submit payment requests and budget approvers can approve/reject.

**Budget Closed**  
Deadline **Jul 1, 2025 12:00 AM**  
No budget requests, approvals, payments can be made anymore.

### Totals

Funds Needed	Requested	Approved	Payment Requests	Payments Approved
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## 7 Fill out as much information as you have. In the documents upload field, include the excel spreadsheet outlining your proposed budget request. (Templates for the SGA budget request excel sheet can be found on the SGA Campus Groups page)

Please provide any relevant information that you think we will need to evaluate your budget request. Examples might include: number of travelers on a trip, explanation or justification for items being purchased, etc.

\* Budget Request Type: Supplies

\* Title: Budget Request Test

Description:

Priority: - Select -

Documents: Upload

### MORE DETAILS

Event Location:

Event Start Date: Format: dd MMM yy

Event End Date: Format: dd MMM yy

Expected Number of Attendees: Numbers only, no decimals

8 Once this section is complete, click Next.

\* Budget Request Type: Supplies

\* Title: Budget Request Test

Description: [Text Area]

Priority: - Select -

Documents: [Upload Button]

**MORE DETAILS**

Event Location: [Text Field]

Event Start Date: [Text Field]  
Format: dd MMM yy

Event End Date: [Text Field]  
Format: dd MMM yy

Expected Number of Attendees: [Text Field]  
Numbers only, no decimals

Close Next

9 In this section, you will provide the proposed, "Amount Requested." (Do Not add anything in the Amount Financed by Group -this should be used very rarely). You can include any additional notes here as well, but is not required. Once completed, click Next.

**Enter Budget Items (Step 2 / 2)**

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Miscellaneous	\$ 350.00	\$ 0.00	\$ 350.00	Notes
<b>Total</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	

+ Add item

Back Next

## 10 Select the appropriate funding option for your request.

**Budget Request / OTFR Form** [Edit] [Copy Link] [Manage]

**DRAFT**

### Budget Request Information

Welcome to SGA's budget request / one-time funding request form! Please complete the information below to submit your request.  
For a full description of Treasury Operations and how to submit budget requests, p-card requests, and blue forms, go [HERE](#).

**What type of budget request is this? \*** One-Time Funding Request

**Who is the main point of contact for this request? \*** Start typing and wait for suggestions...

**On behalf of what group are you making this request?** - Select Group -

**What is your group's FOAPAL that the funds should be transferred into?**   
For student groups, this should be a five digit number like 82xxx.

**Submit**

## 11 Fill out all remaining fields in the form.

**Budget Request / OTFR Form** [Edit] [Copy Link] [Manage]

**DRAFT**

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**What is your group's FOAPAL that the funds should be transferred into?**   
For student groups, this should be a five digit number like 82xxx.

**Submit**

12

Make sure to include your club's FOAPAL code. If you are unsure what your code is, this may also be found on the SGA Campus Groups page.

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What is your group's FOAPAL that the funds should be transferred into?  For student groups, this should be a five digit number like 82xxx.

**Submit**

**Budget Closed**

Deadline Jul 1, 2025 12:00 AM

budget requests, approvals, payments can be made anymore.

-\$ Payments Approved

**Student Activities Board**

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Requests
1024	HERD	Total		

13

Once form is complete, hit submit!

**Budget Request Information**

Welcome to SGA's budget request / one-time funding request form! Please complete the information below to submit your request.

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What type of budget request is this? \*

Who is the main point of contact for this request? \*

On behalf of what group are you making this request?

What is your group's FOAPAL that the funds should be transferred into?  For student groups, this should be a five digit number like 82xxx.

**Submit**

**Budget Closed**

Deadline Jul 1, 2025 12:00 AM

budget requests, approvals, payments can be made anymore.

-\$42,677.67 Payments Approved

**Student Activities Board**

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Requests
1024	HERD	Total		