Base Funding Budget Request Walkthrough

Per Code 808 #3 – “These funds (up to $500) can be used for technology, general body meetings, advertising, or Events.”

1. After logging into Docutraq use the path: Your Budget/Create a Budget Request/Continue

2. Create your budget request under the “Operational Budget Request” category:

   Before we can move forward, you need to tell us what kind of a request this is.

   **Selected Fiscal Year: 2020-2021**

   **Operational Budget Request**

   Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Marketing, Storage, and Awards.
3. Enter the following information as Project #1:

4. Go to the Base Funding line and use the “Add a New Item” feature to enter up to $500, and then select “Next” at the bottom of the page.
5. Under “Part II: Goals”, enter the requested info in the first two areas, and then select “Next” at the bottom of the page.

Part II: Goals

Purpose/Goals of your group is stated to be:

Paste in your Student Organization’s “Purpose Statement” from your Constitution

Please provide a description of how you have accomplished these goals:

Enter a description of how you plan on accomplishing your goals.

6. Review your info and select “Submit” to forward it to the Budget & Appropriations Committee for review: