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 using “Selected Fiscal Year 2021-2022”:
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: