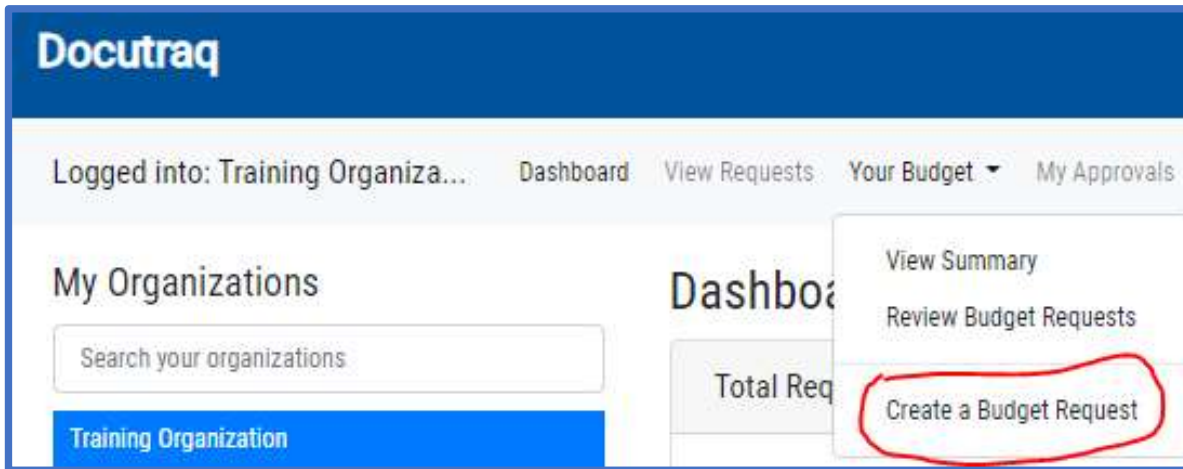


# Base Funding Budget Request Walkthrough

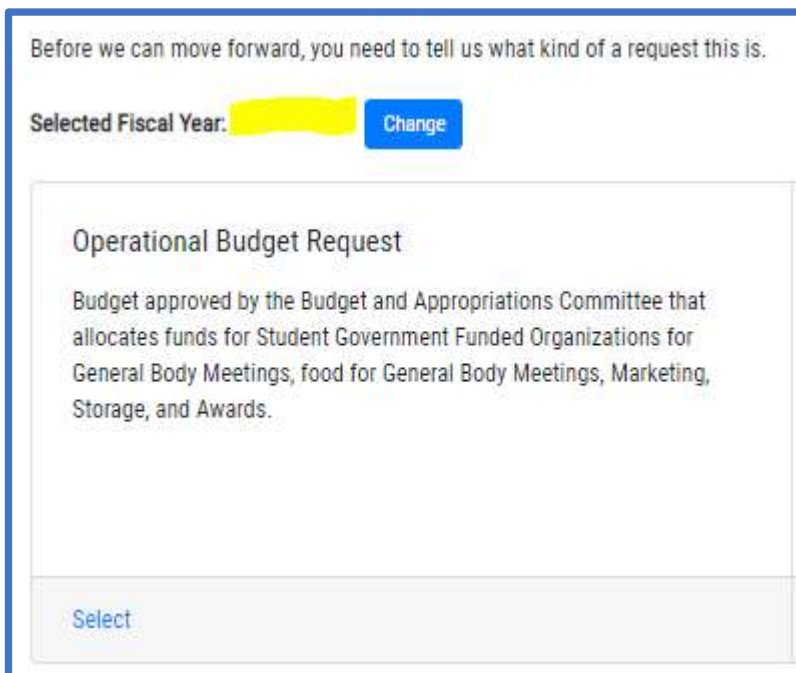
**Per Code 808 #3** – “These funds (up to \$500) can be used for technology, general body meetings, advertising, or Events.”

=====

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:

Save Project Summary
Delete

**Project Total: \$500.00**

---

Project #1 - Part 1: Project Summary

Title of Activity:

Purpose of Activity: 

These funds can be used for technology, general body meetings, advertising, or Events.

List the benefits to the State, the University and/or your organization: 

To promote the student organization.

Venue of Project:

Other sources of funding and dollar amounts: (such as co-sponsorships)

Description	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Expected Attendance:

Previous Attendance:

Priority: 

Low

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.

30 - BASE FUNDING - \$500.00			
Description	Cost Per Item	Quantity	Total Cost
Base Funding for {Enter Budgeted Semester and Year}	\$500.00	1	\$500.00

+ Add

✎
✕

- 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|

- Review your info and select "Submit" to forward it to the Budget & Appropriations Committee for review:

## Review Your Budget Request

Project Items

Project Total: \$500.00

[Refresh](#)

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	HONORARIUMS	BASE FUNDING	TOTAL	PRIORITY	
1	Base Funding for (Enter Budgeted Semester and Year)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	Low	<a href="#">✎</a>
		\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$500.00 (100%)	\$500.00		

Previous

Submit