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 2022-2023”:
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:

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

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

--- 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:

Review Your Budget Request

<table>
<thead>
<tr>
<th>Project Items</th>
<th>Programs</th>
<th>Advertising</th>
<th>Awards</th>
<th>Copies</th>
<th>Food</th>
<th>Honorariums</th>
<th>Base Funding</th>
<th>Total</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Base Funding for (Enter Budgeted Semester and Year)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$500.00</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>$0.00 (0%)</td>
<td>$0.00 (0%)</td>
<td>$0.00 (0%)</td>
<td>$0.00 (0%)</td>
<td>$0.00 (0%)</td>
<td>$500.00 (100%)</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>