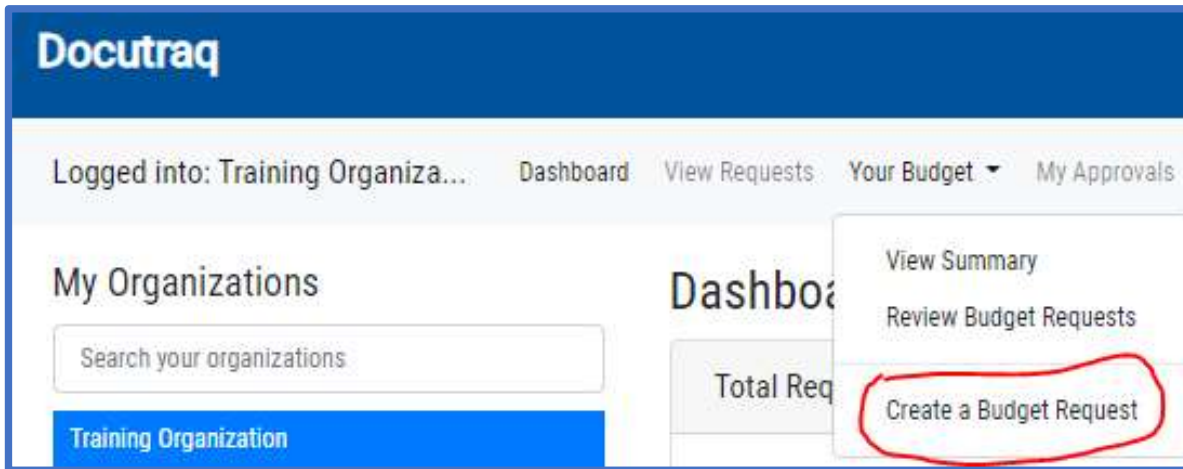


Base Funding Budget Request Walkthrough

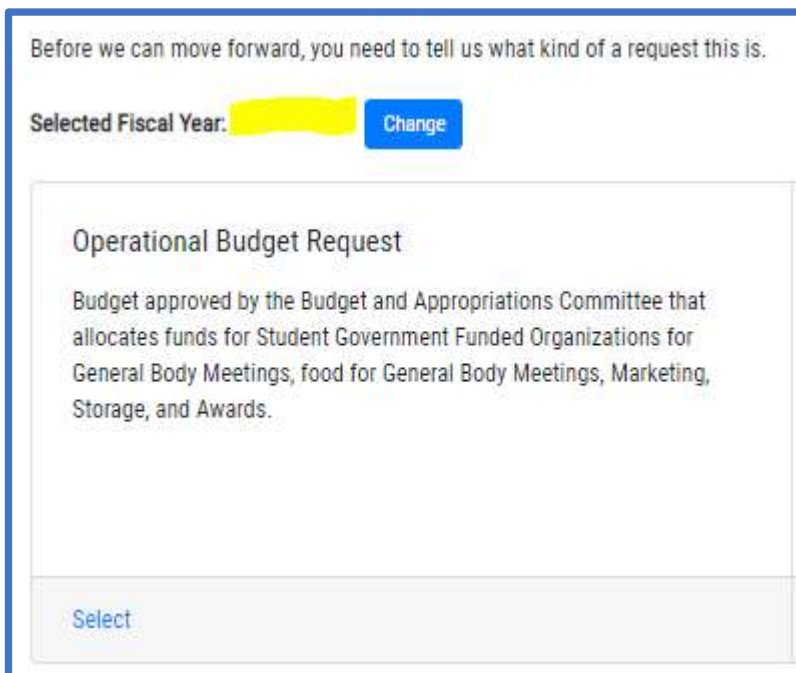
Per Code 808 #3 – “These funds (up to \$500) can be used for technology, general body meetings, advertising, or Events.”

=====

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:

* Your Budgeted Semester should be either "Summer B & Fall" or "Spring & Summer A" followed by the Year.

Save Project Summary Delete Project Total: \$500.00

Project #1 - Part 1: Project Summary

Title of Activity: Priority:

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:	Description	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expected Attendance:

Previous Attendance:

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				+ Add
Description	Cost Per Item	Quantity	Total Cost	
Base Funding for {Enter Budgeted Semester and Year}	\$500.00	1	\$500.00	✎ ✕

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:

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	✎
		\$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