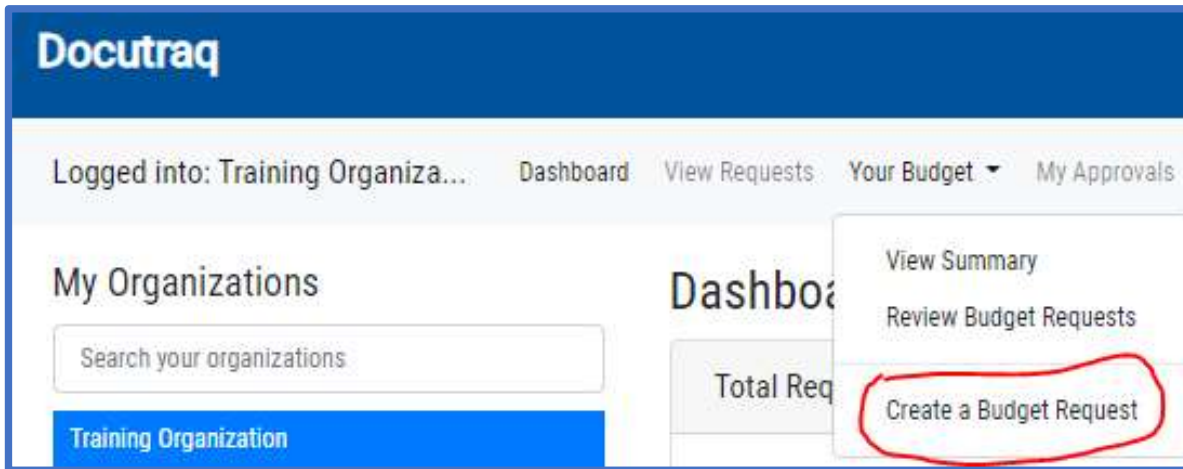# Base Funding Budget Request Walkthrough
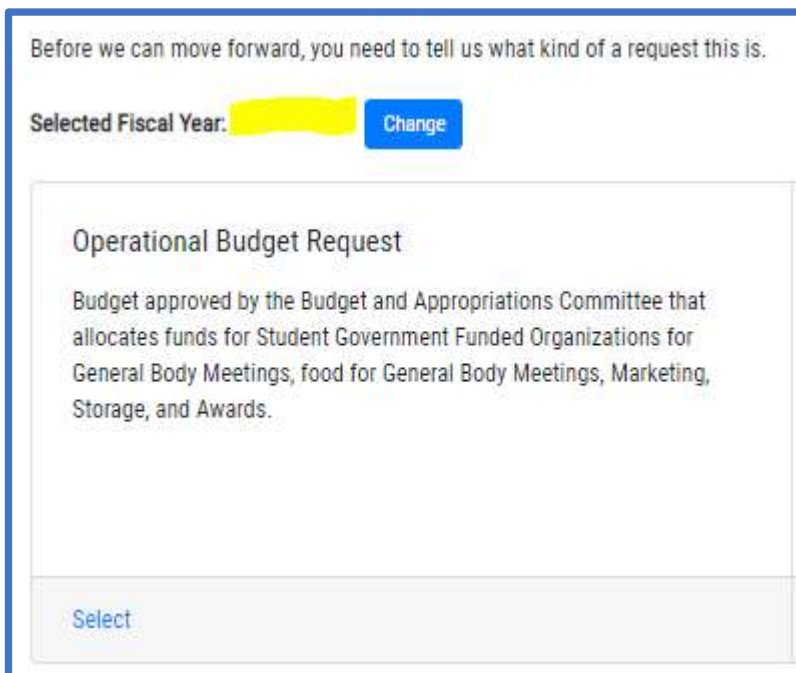
Per Code 808 #3 – "These funds (up to $500) can be used for technology, general body meetings, advertising, or Events."

==

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 2023-2024

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:	Base Funding for {Enter Budgeted Semester and Year}	Priority:
		Low

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: UF

Other sources of funding and dollar (such as co-sponsorhsips) amounts:	Description	Amount

Expected Attendance: 1

Previous Attendance: 0

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	+ Add
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