**Base Funding Budget Request Walkthrough**

**Per Code 808.0** – “All student organizations that act in accordance to code 810.4 will be eligible for a base funding up to one thousand dollars ($1,000.00) per fiscal semester. This amount will be allocated by the Budget and Appropriations committee before the regular hearing cycle begins.”

1. After logging into Docutraq use the path: **Your Budget/Create a Budget Request/Continue**

   ![Docutraq](image)

   **Logged into: Training Organization**  Dashboard  View Requests  **Your Budget**  My Approvals

   Confirm Organization  Select Request Type  Event Date  Projects, Projects, Projects

   **Confirm Your Organization**

   ![Create a Budget Request](image)

2. Create your budget request under the “Operational Budget Request” category using “Selected Fiscal Year 2024-2025”:

   ![Select Fiscal Year](image)

   **Selected Fiscal Year: 2024-2025**

   **Operational Budget Request**

   Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Marketing, Storage, and Awards.

   ![Select](image)
3. Enter the following information for the Project #1 - Part I section:

4. Scroll down to the BASE FUNDING line and use the “Add a New Item” feature to enter up to $1,000, select “add”, 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.

6. Review your info and select “Submit” to forward it to the Budget & Appropriations Committee for review: