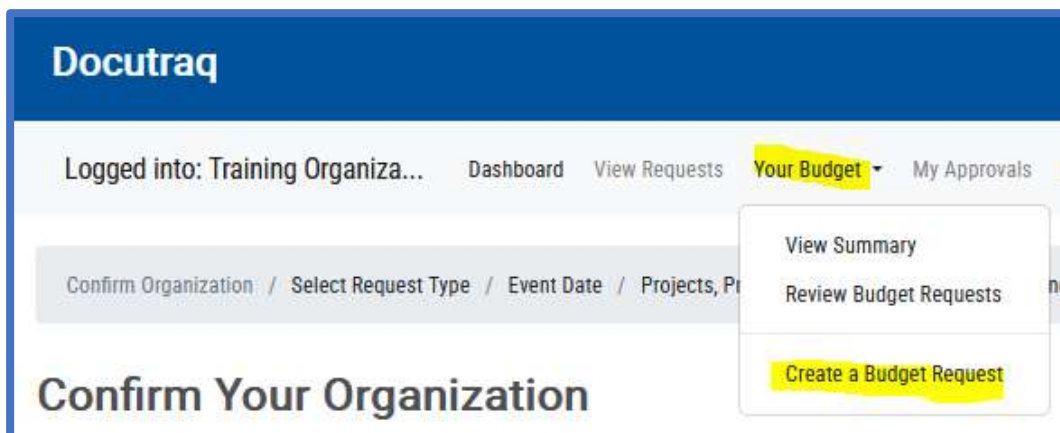


Base Funding Budget Request Walkthrough

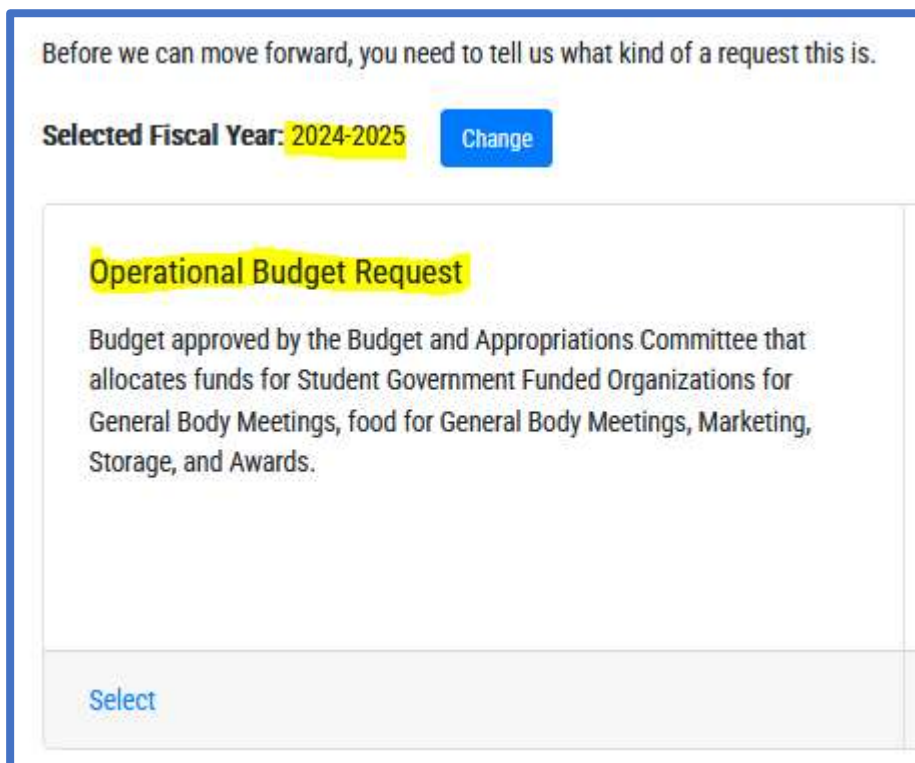
Per Code 808.0 – “All student organizations that act in accordance to code 810.4 will be eligible for a base funding up to one thousand dollars (\$1,000.00) per fiscal semester. This amount will be allocated by the Budget and Appropriations committee before the regular hearing cycle begins.”

=====

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



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



3. Enter the following information for the Project #1 - Part I section:

Save Project SummaryDelete

Project Total: \$0.00

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:

<small>Other sources of funding and dollar amounts: (such as co-sponsorships)</small>	<small>Description</small>	<small>Amount</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="border: 2px solid blue;" type="text"/>	<input type="text"/>	<input type="text"/>

Expected Attendance:

Previous Attendance:

Priority: **Low**

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.

30 - BASE FUNDING - \$1,000.00			
Description	Cost Per Item	Quantity	Total Cost
Base Funding for (Enter Budgeted Semester & Year)	\$1,000.00	1	\$1,000.00

+ Add

✎ ✕

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: \$1,000.00
Refresh

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	HONORARIUMS	BASE FUNDING	TOTAL	PRIORITY
1	Base Funding for (Enter Budgeted Semester & Year)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	Low