

Student Government
Operational Budget Request
(example entry)



- Access Docutraq at <https://www.docutraq.sg.ufl.edu> via Google Chrome using your Gatorlink login credentials.
 - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org password for access.
 - At the time of setup, Docutraq will match the officers seen in GatorConnect. If you revise your officers in GatorConnect, you must contact SG Finance for a Docutraq update.
- Once at your Org dashboard, select “Your Budget/**Create a Budget Request/Continue**” to get to the Budget Request page.
 - You’re the “**Next**” button at the bottom of each page to advance.
 - If you want to see previous approved budget requests select “Your Budget/Review Budget Requests” and change the “Filter by Type” to “Legacy Budget Request”. Pick the fiscal year you want to see.

Budget Request Page choices

Selected Fiscal Year: 2025-2026
(click on “Select” under **Operational** Budget Request)

What type of request are you doing?

Before we can move forward, you need to tell us what kind of a request this is.

Selected Fiscal Year: 2025-2026

[Change](#)

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, and Awards.

[Select](#)

Travel Budget Request

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for expenses related to travel beyond UF's campus. This does not include programming events held off campus or travel grants. Travel Grants shall be allocated by the Travel Grant Sub-Committee for Professional Development and Conference Presentation travel (<http://ufgsc.org/faqs.html>).

[Select](#)

Event Budget Request

Date specific budget approved by the Allocations Committee that allocates funds for Student Government Funded Organizations for events or programs excluding General Body Meetings (operational), as well as special projects through student organizations.

[Select](#)

Projects, Programs, and Services

Save Project Summary

Delete

Project Total: \$3,860.00

Project #1 - Part 1: Project Summary

Title of Activity:

Operational Budget for Summer B/Fall 2025

Priority:



Purpose of Activity:

Purpose Statement from your student organization Constitution

List the benefits to the State, the University and/or your organization:

How does your Org benefit the student body?

Venue of Project:

UF Campus

Other sources of funding and dollar amounts (such as co-sponsorships):

Description

Amount

Expected Attendance:

125

Previous Attendance:

120

How many GBMs for the semester?

6



Budget Line Items

ONLY use those shown below



Part II: Enter Items

↻ Refresh



2 - PROGRAMS - \$500.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
GBM Supplies (utensils, napkins, etc.)	\$1.00	500	\$500.00	 



6 - ADVERTISING - \$900.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Promo Shirts	\$18.00	50	\$900.00	 



16 - AWARDS - \$160.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Awards	\$40.00	4	\$160.00	 

57 - COPIES - \$200.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
Flyers from SG Copy Center	\$1.00	200	\$200.00	 

66 - FOOD - \$2,100.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
GBM Food	\$7.00	300	\$2,100.00	 

Skip Part I: Prior Year Attendance for Events and Meetings

Part II: Goals

Purpose/Goals of your group is stated to be:

(Again, can be your Purpose Statement as written in GatorConnect) -
For your Operational Budget only.

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

Again, how it will benefit the student body.

Please provide any other information
that you would like the
budget comittee to have:


Review your Operational Budget Request and then click on the “**Submit**” button to forward it for review.

Review Your Budget Request

Project Items

Project Total: \$3,860.00

 Refresh

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	HONORARIUMS	BASE FUNDING	TOTAL	PRIORITY	
1	Operational Budget for Summer B/Fall 2025	\$500.00	\$900.00	\$160.00	\$200.00	\$2,100.00	\$0.00	\$0.00	\$3,860.00	Low	
		\$500.00 (12.95%)	\$900.00 (23.32%)	\$160.00 (4.15%)	\$200.00 (5.18%)	\$2,100.00 (54.4%)	\$0.00 (0%)	\$0.00 (0%)	\$3,860.00		

- Make sure your budget request and items are in compliance with the current 800 codes before submitting to the Budget & Appropriations Committee for review.
 - Special attention on Codes 800s (definitions), 808.12 (nonallowables), 808.8 (funding limits), & 810.2 #7-13 (Operational Budget)