

Student Government Base Funding 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 Base Funding 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 **Base Funding** 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](#)

Base Funding Budget Request

Budget approved by the Budget and Appro

Select

Enter the following information for the Project #1 - Part I section exactly as seen below

Save Project Summary

Delete

Project Total: \$1,025.00

Project #1 - Part 1: Project Summary

Title of Activity:

Base Funding for (Enter the Budgeted Semester)

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

Budget Line Items

ONLY enter info in the **BASE FUNDING** line
Click “**Next**” to Continue

30 - BASE FUNDING - \$1,025.00

Description	Cost Per Item	Quantity	Total Cost	
Base Funding	\$1,025.00	1	\$1,025.00	 

+ Add

Note: Base Funding increased to \$1,025 for FY26 per SENATE BILL 2025-1011

Skip Part I: Prior Year Attendance for Events and Meetings section

Part II: Goals

Purpose/Goals of your group is stated to be:

(Again, can be your Purpose Statement as written in GatorConnect)

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

To promote the student organization.

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

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

Review Budget Request - 123 - Training Organization (2025-2026)

Project Items

Project Total: \$1,025.00

 Refresh

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	HONORARIUMS	BASE FUNDING	TOTAL	PRIORITY	
1	Base Funding for (Enter the Budgeted Semester)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00	\$1,025.00	Low	
		\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	\$1,025.00 (100%)	\$1,025.00		

- Make sure your budget request ONLY contains budget in BASE FUNDING.