# Student Government Base Funding Budget Request (example entry)

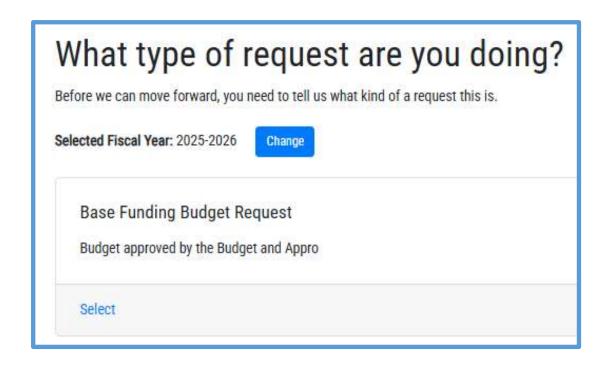


- Access Docutraq at <a href="https://www.docutraq.sg.ufl.edu">https://www.docutraq.sg.ufl.edu</a> via Google Chrome using your Gatorlink login credentials.
  - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org 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.

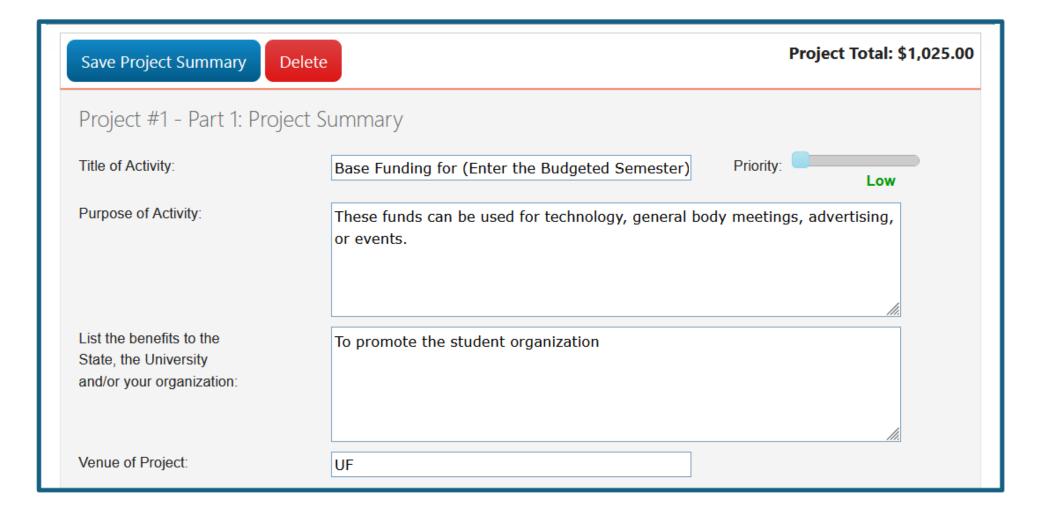
# Budget Request Page choices

Selected Fiscal Year: 2025-2026

(click on "Select" under Base Funding Budget Request)



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



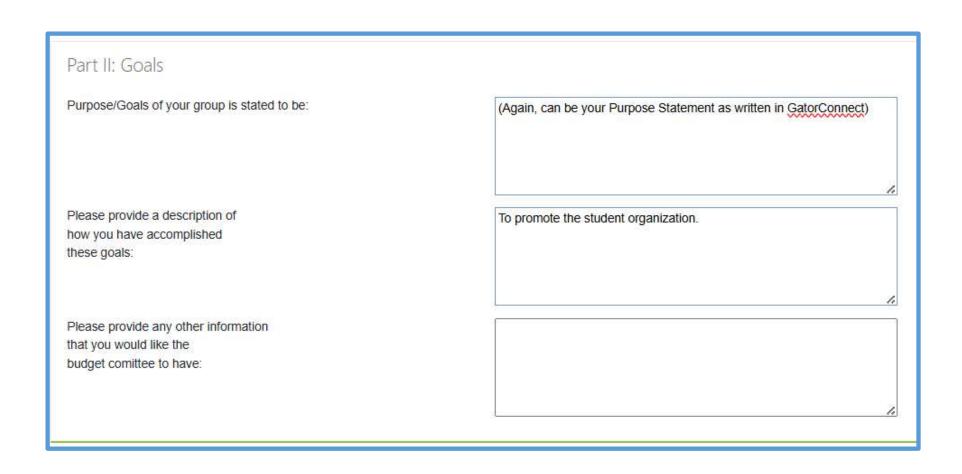
# **Budget Line Items**

ONLY enter info in the BASE FUNDING line Click "Next" to Continue



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



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



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