Student Government Operational Budget Request (example entry)

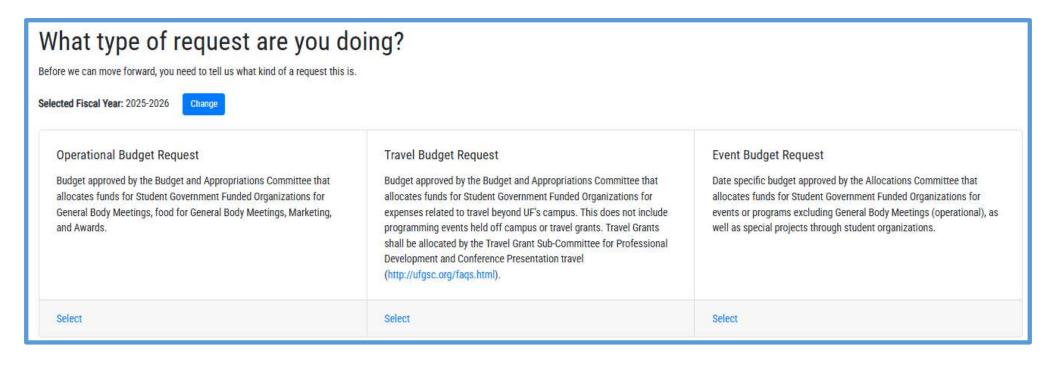


- Access Docutraq at https://www.docutraq.sg.ufl.edu via Google Chrome using your Gatorlink login credentials.
 - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org password for access.
 - At the time of setup, 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)

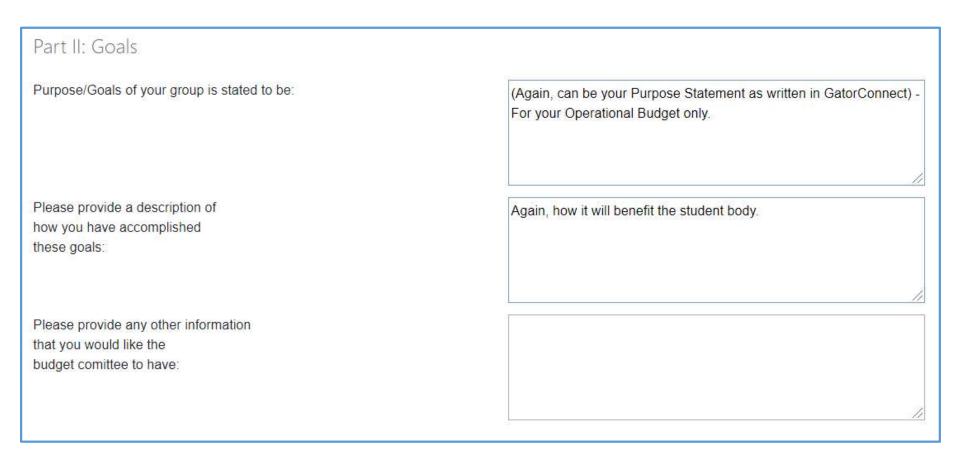


Projects, Programs, and Services Project Total: \$7,010.00 Save Project Summary Delete Project #1 - Part 1: Project Summary Title of Activity: Operational Budget for (Enter the Budgeted Semester) Priority: Low Purpose of Activity: Purpose Statement from your student organization Constitution List the benefits to the How does your Org benefit the student body? State, the University and/or your organization: Venue of Project: Other sources of Description Amount funding and dollar (such as co-sponsorhsips) amounts: Expected Attendance: 125 Previous Attendance: 120 How many GBMs for the semester?

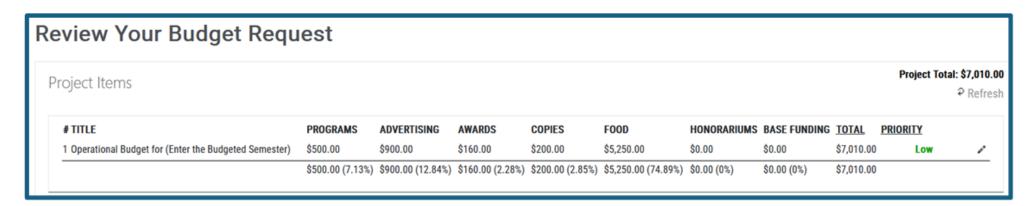
Budget Line Items ONLY use those shown below

Cost Per Item	Quantity	Total Cost	+ Add
\$500.00	1	\$500.00	/ X
Cost Per Item	Quantity	Total Cost	+ Add
\$50.00	18	\$900.00	/ x
Cost Per Item	Quantity	Total Cost	+ Add
\$40.00	4	\$160.00	/ x
Cost Per Item	Quantity	Total Cost	+ Add
\$200.00	1	\$200.00	/ X
Cost Per Item	Quantity	Total Cost	+ Add
	\$500.00 Cost Per Item \$50.00 Cost Per Item \$40.00 Cost Per Item \$200.00	\$500.00 1 Cost Per Item Quantity \$50.00 18 Cost Per Item Quantity \$40.00 4 Cost Per Item Quantity \$200.00 1	\$500.00 1 \$500.00

Skip Part I: Prior Year Attendance for Events and Meetings



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



- 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)