# How to Submit a Budget Request

Any Registered Student Organization (RSO) that is in good standing with the university may request funds from the Student Life Fund. There are a few steps you have to take in order to receive funding; all of these steps are outlined below.

First off, a representative from your organization must attend the scheduled council meetings. Dates, times, locations, may be found on the Student Life website. If an RSO violates the council's policies, it may be ineligible for funding for the remainder of the semester. Also, please keep in mind that all funding requests must be submitted at least **four weeks** prior to the event date, and within the funding board deadlines established by each council.

Step 1.) In order to submit a funding request, an officer must login to OrgSync at www.orgsync.com. The officer must then choose the appropriate organization from the organizations tab.
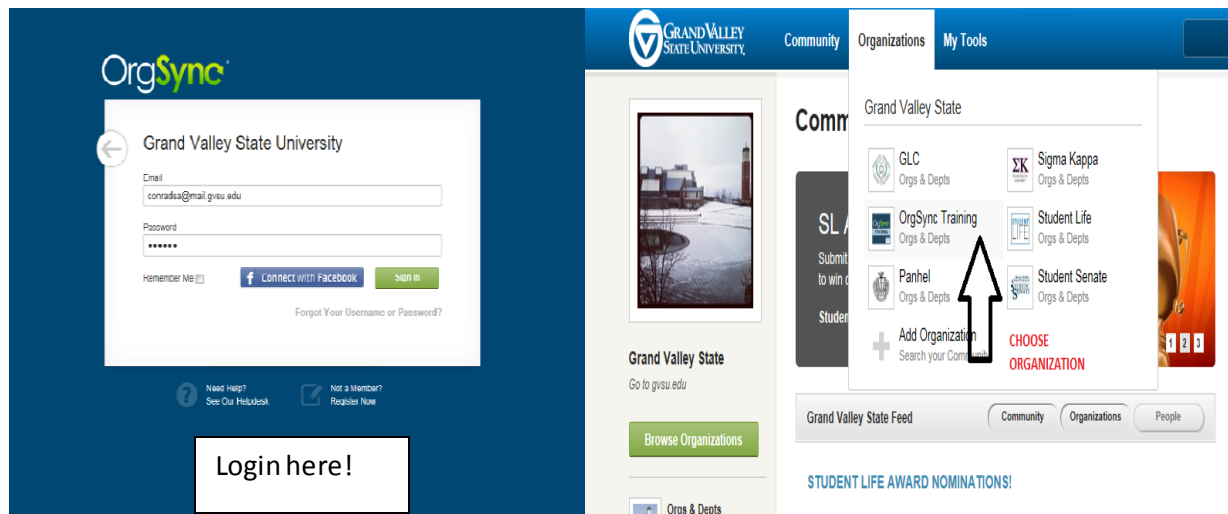
Step 2.) After you get to your organizations page find the treasury button and click on budgets!
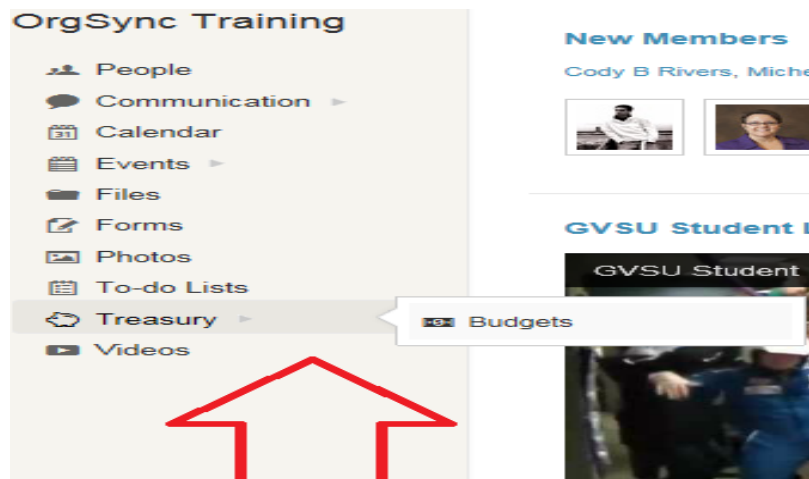
Step 3.) Once you are at the budget page, you must select the correct budget period in accordance to what your group submitting the budget request falls under.

   a. If your organization is an undergraduate RSO, select the **UNDERGRADUATE ONLY** option.
   b. If your organization is a graduate RSO, please select the **GRADUATE STUDENT ORGANIZATIONS ONLY**
   c. If your organization is a sports group, please select the **SPORTS CLUB ONLY** option.

A.

B.

C.

Step 4.) Once you have selected the new budget period, click on the green button saying "New Budget"
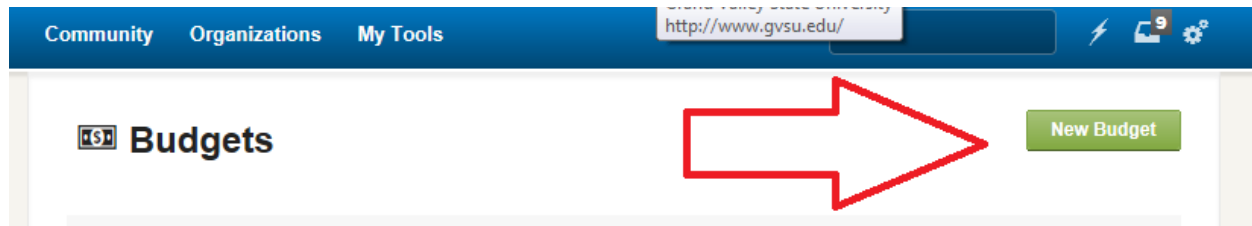
Step 5.)

You will now be at the New Budget Request Page. You have to fill out everything on this page. A screenshot of a sample budget request with the steps is showed on the following page.

1. The title of the request—make the name a good descriptor of the actual program/activity you are funding.
2. The budget period the request falls under.
   a. (This is the same thing as you just selected in step 3)
3. The type of request it is (programming, travel, equipment).
   a. Reminder: Do not select a tab according to what you as a student fall under (ex. graduate, or undergraduate), but rather what the organization you are submitting on behalf of is a part of (ex. An undergraduate club, graduate club, or sports club)
4. The line item of the type of item to be purchased (supplies, food, contracts).
   a. If you are not sure which line item to choose, a detailed description of each is listed on the last page of this document
5. The description of the item to be purchased.
6. The amount of the item.
   a. Click Add Line Item to add another line for something you need purchased.
7. This form is the same thing that you were prompted to do after selecting part 3.
8. If you have any catering quotes or copies of room reservations, please attach them under upload documents.
   a. If you are requesting food, you MUST either attach a catering quote, or bring a quote in person when you present your request to a funding board
9. Finally if you have any additional comments, add them at this time.
10. Click Submit and you are done!

The next step is to wait for further instructions from your funding board's advisor or appointed student senator. They will review the request, and comment on it with instructions or questions. You will be notified via OrgSync once they comment on this.

New Budget Request

Budget Name: Back to School Event   Budget Period: July 1, 2013 - June 30, 2014 ▾

FILL IN BUDGET NAME   **1.**   **2.**   **MAKE SURE RIGHT PERIOD IS SELECTED**

Budget Details

☐   Category: Programming ▾   **3.**   Name: Name of Event   ✕

CHOOSE WHAT TYPE OF REQUEST AND NAME IT

No.	Line Item	Description (optional)	Request a Budget	**AMOUNT**
	-- Select -- ▾		0.00	✕

+ Add Line Item   **4.**   **CHOOSE A LINE ITEM**   **5.**   **DESCRIBE ITEM**   **6.**   0.00

Fill Out   **7.**
This budget category has an attached form.

FILL OUT FORM!!!!!!!

+ Add Summary

Add Budget Item   Total for Budget Fund: $ 0.00

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request

Upload   **8.**   **UPLOAD ALL DOCUMENTS**   **ALL DONE!!!**

Leave Additional Budget Request Comments

10.

Write a Comment...   **9.**   **ADD COMMENTS**

Save & Finish Later   Submit

Account/Line Item Code Explanation

Advertising (7019)- Paid advertising for display ads only (Includes: Lanthorn, Grand Rapids Press, Table Tents). (This does not include printing - see Copying or University Promotions.)

Contractual Services (7041)- Contract fees for lectures, comedians, bands and other entertainment. Also for sport club coaching contracts, consulting services, etc.

Copy Center (7233)- All copying that is done through the University Copy Center.

Food Service (7022)- Campus Dining (ARAMARK) catering services. Also meal allowance for travel, or other purchased food for off-campus activities. Food is generally not considered for funding by the Senate Appropriations Committee because of the limited impact to the campus community.

Freight-In/Shipping (7154)- When ordering equipment, etc. usually additional shipping costs are added to the purchase price.

Honoraria/ Speaker Gift (7046)- A gift from the University Bookstore of less than $25.00 value (NO GIFT CARDS OR GIFT CERTIFICATES). This is to give to a guest speaker who has presented for no charge to the organization.

Lease/ Rental (7027)- Rental vehicle charges for vehicles rented off-campus. Also rental charges for equipment out sourced to off-campus vendors including off-campus lighting and sound companies or suppliers. Also, facility and room rental charges.

Media Services (7030)- Rental of on-campus audio/visual equipment from Event Services Office. (Includes: sound systems, TV/ VCR, video projectors, Karaoke system, etc.)

Non-Staff Travel (7083)- Costs incurred for student conference travel including hotel, airfare, taxi, and conference fees. Also travel costs associated with a contracted lecturer or entertainer.

Officials Pay (7045)- Payment for sport club team officials (referees).

Postage (7151)- Mailings sent out, bulk mail, shipping, return postage mailings, etc.

University Promotions (7032)- Cost graphic design services for posters, banners, brochures etc. Also includes costs for printing of banners, publications.

Administrative Supplies (7004)- Any office supplies that a group may need to buy from an outside location. NOT DECORATIONS.

Professional Dues/Fees- Certain fees organizations have to pay, that are allowed through the Student Life Fund.