

Request Payment Instructions:

Each student needs to submit their own request; you cannot submit this asking for reimbursement for someone other than yourself

1. Go to your Organizations portal.
2. In the left navigation, click on “Money”, then “Budgeting”.
3. Scroll to find the appropriate event you are requesting payment/reimbursement/purchasing for. Then in the category you wish to spend in click “Request Payment”.

The screenshot shows the Organizations portal interface. On the left, a navigation menu has 'Money' and 'Budgeting' highlighted with yellow circles and a red '2'. The main content area shows a list of events under the 'Homecoming Parade' category. The 'Event Supplies' row is highlighted, and its 'Request Payment' button is circled in yellow with a red '3'.

Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
League/Conference Team Dues	10.00	0.00	10.00	10.00						
Event Supplies	140.00	0.00	140.00	140.00						

4. The next screen you see will look like this:

The screenshot shows the 'Request Payment' form. A blue arrow points to the 'From Allocated' field with the text 'Always use “from allocated” – these are the SSA approved seg fee allocations.' The 'From Allocated' field is highlighted with a yellow '5', and the 'From Group Funds' field is highlighted with a yellow '6' and a red prohibition sign.

Request Payment

League/Conference Team Dues
 Budgeted: \$10 > Requested: \$10 > Allocated: \$10
 Remaining: \$10

DETAILS

Payment Type: - Select -
 Description:
 Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense: Expense
 From Allocated: \$ 10
 From Group Funds: \$ 0
 Use funds from your group money balance

5. IMPORTANT! When completing the form, ALWAYS use “From Allocated” – these are your SSA approved allocations. The amount listed is your current balance. Replace this with the ACTUAL amount you are requesting. This cannot be a guestimate and must match the receipt, etc. DO NOT INCLUDE TAX!
6. DO NOT USE GROUP FUNDS – this function does nothing at this time and causes reconciliation errors.