How to Submit a Budget and Payment Request in CampusGroups

Go to: https://cornell.campusgroups.com/

Note – it is not necessary for students to pay out of pocket for all allocated budget expenses. In many cases the SOBO (Student Organization Business Office) can pay on behalf of student orgs, but know that a Payment Request must be submitted for a purchase to be made.

To Request a Budget Allocation

Search for your organization, click on it, and then click on Money... Accounting Book

Click on a Budget (blue link) to submit a Budget Request from that funding source

There will be information about that Particular Funding Source here - click on Create Budget Request

Enter Item’s to detail your budget per Event or Type of Purchase (do not list multiple items from one vendor) - hit SAVE
To Make a Payment Request

Once your Budget Request has been approved (you will receive an email), you can submit a Payment Request. Go into your Accounting Book (same way as above) and you will see any allocations that you have received. Click on the Budget (blue link) to go into that particular budget.

Each approved Budget Item will have a Request Payment button. Click on Request Payment to initiate a Purchase Request or Reimbursement against that particular item.

Enter the amount you are requesting in From Allocated (change if not full amount). (Do not use From Group Funds at this time)

Choose the applicable Payment Request Type: (the two most common are Goods or Food that NEEDS to be ORDERED -and- Reimbursement)

Fill out all of the applicable information and attach the correct backup for the request to be processed most efficiently!