

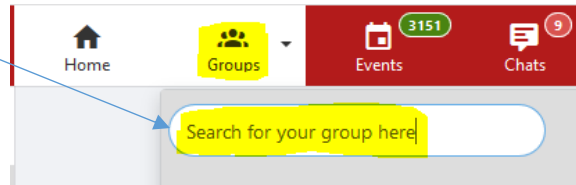
How to Submit a Budget and Payment Request in CampusGroups

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

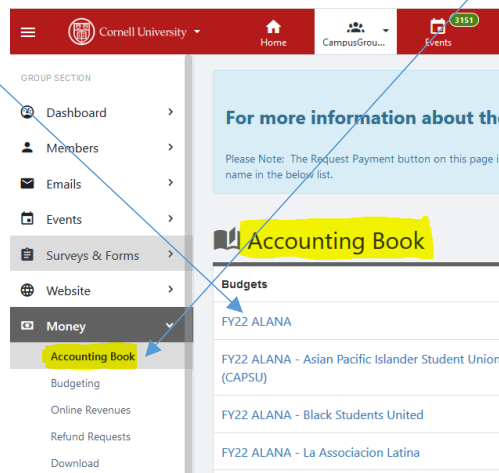
Note - it is not necessary for students to pay out of pocket for all allocated budget expenses. In many cases the SOBO (Student Organization Business Office) can pay on behalf of student orgs, but know that a Payment Request must be submitted for a purchase to be made.

To Request a Budget Allocation

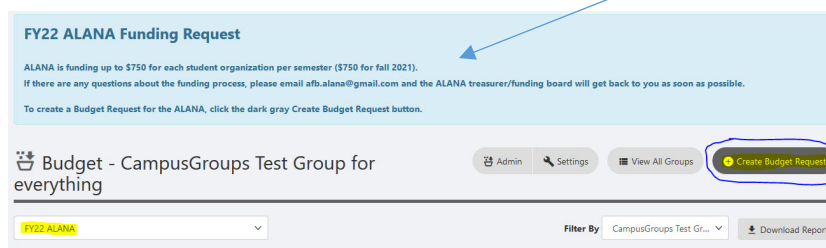
Search for your organization, click on it, and then click on Money... Accounting Book



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

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
General Budget Item	\$ 1000	\$ 0	\$ 1000.00	Speaker Fee
General Budget Item	\$ 500	\$ 0	\$ 500.00	Durable Goods
Total	1500.00	0.00	1500.00	

+ Add item

Back

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.**

Budgets	Allocations/Revenues	Expenses	Balance
FY22 ALANA	\$1,500.00	\$0.00	\$1,500.00
FY22 ALANA - Asian Pacific Islander Student Union (CAPSU)	\$0.00	\$0.00	\$0.00

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

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS - Approve Request																																			
48954	test General Budget Request Submitted By: Johnathan Hart Oct 4, 2021 2:50 PM Event Details: test Oct 31, 2021 3	<table border="1"> <thead> <tr> <th>Name</th> <th>Total Funds Needed</th> <th>Financed By Group</th> <th>Requested</th> <th>Approved</th> <th>Notes</th> <th></th> </tr> </thead> <tbody> <tr> <td>General Budget Item</td> <td>1,000.00</td> <td>0.00</td> <td>1,000.00</td> <td>1,000.00</td> <td></td> <td>Request Payment</td> </tr> <tr> <td>Speaker Fee</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Budget Item</td> <td>500.00</td> <td>0.00</td> <td>500.00</td> <td>500.00</td> <td></td> <td>Request Payment</td> </tr> <tr> <td>Durable Goods</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		General Budget Item	1,000.00	0.00	1,000.00	1,000.00		Request Payment	Speaker Fee							General Budget Item	500.00	0.00	500.00	500.00		Request Payment	Durable Goods								
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Enter the amount you are requesting in From Allocated (change if not full amount)
(Do not use From Group Funds at this time)

DETAILS

Transaction Type: Payment Request

Description: Purchase Request for allocated items
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense: Expense

From Allocated: \$ 1000
Numbers only

From Group Funds: \$ 0
Numbers only
Use funds from your group money balance

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

Payment Request Type: -

Select YOUR Organization: IMMEDIATE ACTION ITEM - Goods or Food that NEEDS to be ORDERED

Source of Funding: IMMEDIATE ACTION ITEM - Publications/Copying

If applicable, please list any other sources of funding you tend to use to pay for part of: IMMEDIATE ACTION ITEM - University Room Rental or Facility/Housekeeping Fees

IMMEDIATE ACTION ITEM - Direct Payment to Outside Vendor/Entertainer/Performer

AFTER THE FACT ITEM - Payment to Speaker

AFTER THE FACT ITEM - Payment to Sports Official

AFTER THE FACT ITEM - Reimbursement to Student/Staff or Alumni

AFTER THE FACT ITEM - University Transfers to Reimburse Department Accounts

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