

USER GUIDE

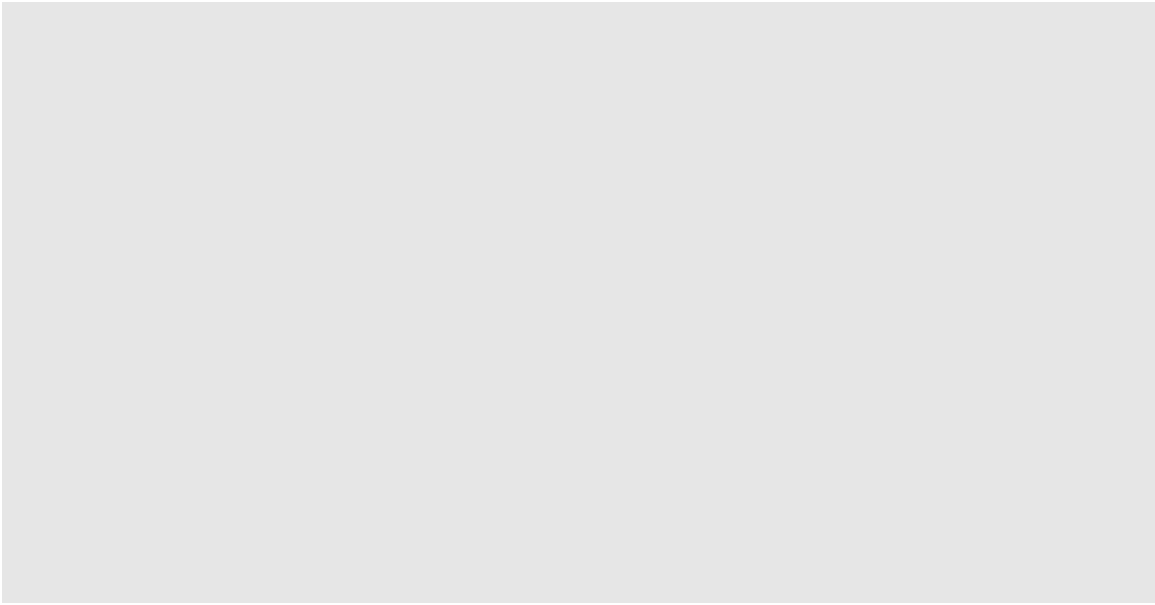
FY22 RSO SUPPLEMENTAL SABAC BUDGET REQUEST

ITEMS TO CONSIDER BEFORE STARTING YOUR RSO SUPPLEMENTAL BUDGET REQUEST

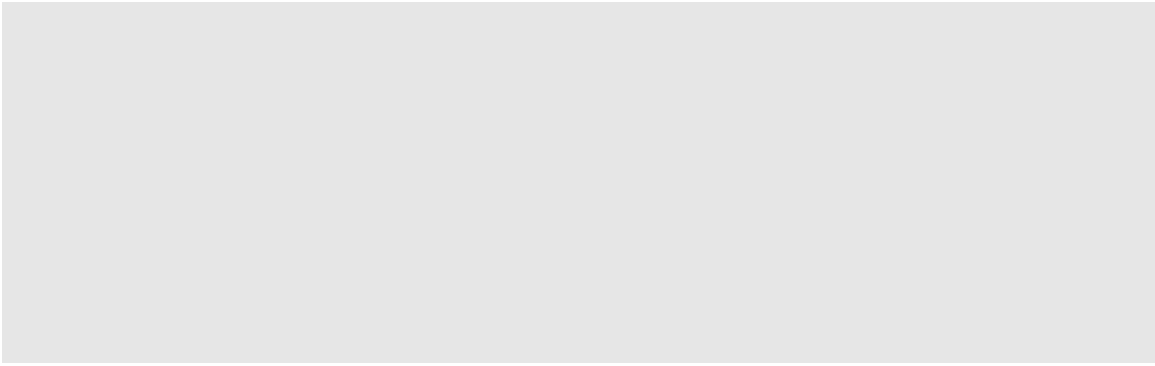
Only the officer who initiates the submission process will be able to access, edit, and submit the budget request.

It is helpful to have an outline of your budget request in front of you while completing your submission.

If at any point you have questions about the RSO Policy, allowable expenditures, or anything to do with this process or SABAC, please contact SABAC at sabac@kennesaw.edu.



8. Enter a title for your request using the following format: FY22 [Event or Expense Name]. The “Description” field is an optional field and is for internal use by your organization only.



10. RSO Background Information: Within this section, you will be prompted to provide the following information:
- a. Contact information for your RSO's President, Reservation Delegate, Treasurer, and Staff/Faculty Advisor(s).
 - b. Indicate if your RSO intends to present your Supplemental Request at a SABAC meeting.
 - c. Indicate if your RSO received SABAC funding during the current or previous fiscal year.
 - d.

whole number must be entered, ranges are not permissible. SABAC understands this is a projected figure and actual attendance may vary.

The screenshot shows a web form titled "Program Entry 1". It includes several input fields: "Program Name" (with a dropdown arrow), "Location(s)" (with a dropdown arrow), and "Estimated Number of Student Participants" (with a dropdown arrow). There is also a large text area for "Description" and a smaller one for "Anticipated Start Date". The form is partially obscured by a dark horizontal bar.

- b. **Promotional Funding** Background Information: If you selected “Promotional Funding” during step 10, you will be directed to the “Promotional Funding Background Information” screen. Please provide a description of the purchase and a promotional funding distribution plan for the purchase.

The screenshot shows a web form titled "Promotional Entry 1". It features a large text area for "Description" and another for "Promotional Funding Distribution Plan". The form is partially obscured by a dark horizontal bar.

- c. **Travel Support Funding** Background Information: If you selected “Travel Support Funding” during step 10, you will be directed to the “Travel Support Funding Background Information” screen. Please provide a trip name, location(s), date(s), description of the purpose of the trip, and the number of students that will be traveling.

Please note: Due to COVID-29, approval of FY22 travel funds is conditional, and funds may only be released based on the current travel restrictions (if any) at the time of travel.

* Trip Name

 * Location(s)

 * Date(s)

 * Description

BUDGET:

In this section, you will be required to provide an itemized list of projected expenses associated with the entry for which you provided background information in the previous step. Please read the instructions below and those under each Budget Section (highlighted in green on the screen) carefully.

13. Rename Budget Section: Select the blue highlighted text that says “Rename.”

Student Organization Annual SABAC Budget

INFORMATION BUDGET REQUEST ADDITIONAL

Annual Budget Request EV22 Hermit Club

\$0.00	Requested Total	
\$0.00	Reviewer Adjusted Total	
\$0.00	Program Funding (Rename to Program Name)	0
\$0.00	Promotional Funding (Rename to Entry Name)	0
\$0.00	Travel Support Funding (Rename to Trip Name)	

Budget Section:

14. An “Edit Section” window will open that allows you to change the name of the section. Please edit the existing text in the “Name” to match Program Name from Step 12. After renaming, please click the blue “Save” button.

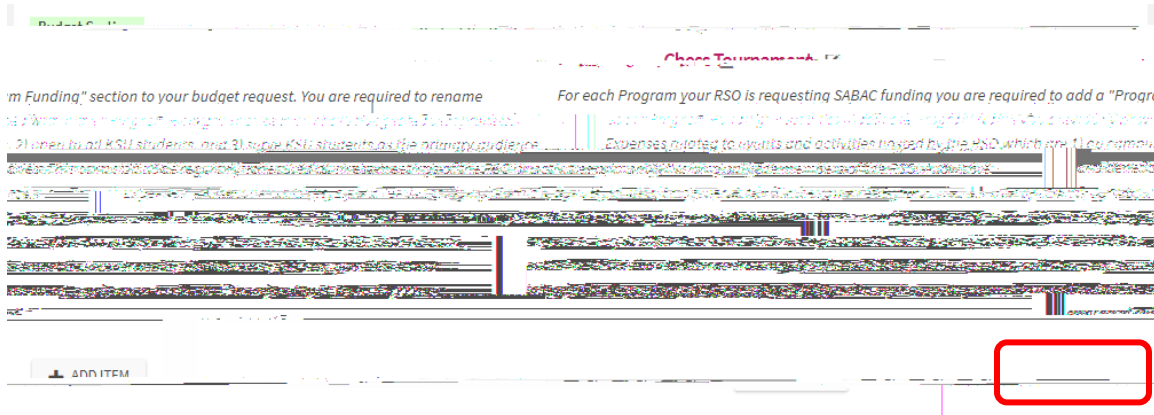
Edit Section

* Name (Required Field)

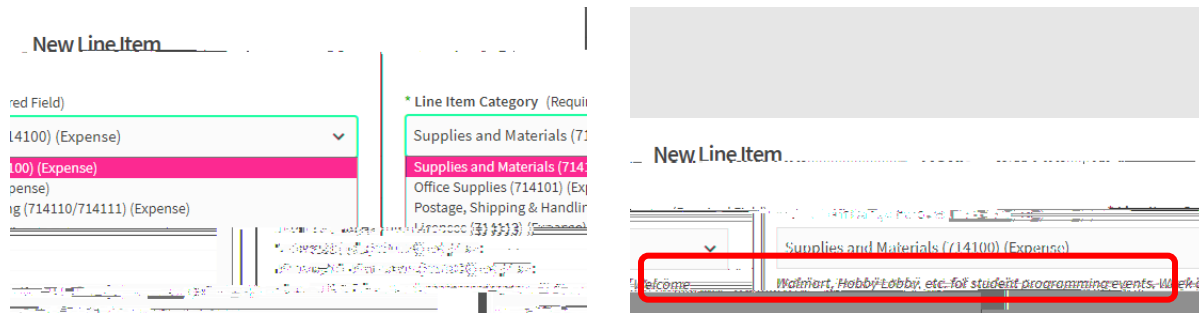
Program Funding

Save

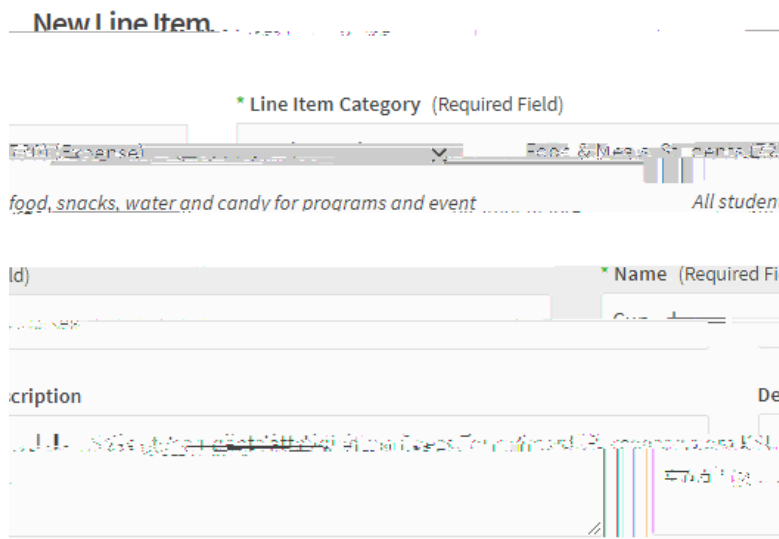
15. To add expenses associated with this program, please select the grey “Add Item” button. The “New Line Item” window will pop-up.



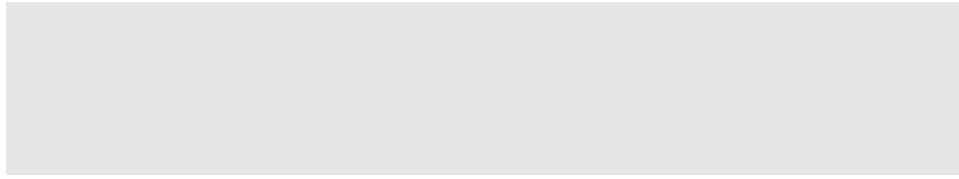
16. From the drop-down menu, please select the expense category that most closely aligns with your requested item(s). *Tip: When an option is selected, the drop-down menu will close and an example of expenses that match that category are provided. This can be helpful in determining the best Line-Item Category to match your expense.*



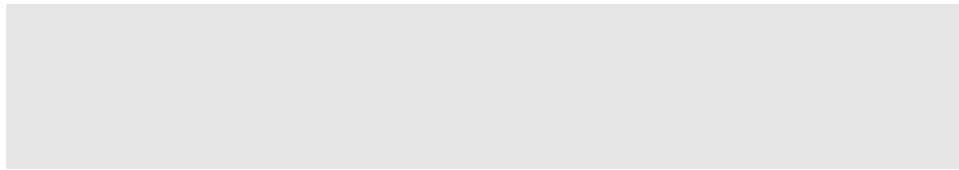
17. Enter the name of your expense (e.g., Cupcakes, Paper Plates, or Balloons) and provide a description of the expense in the “Description” box. This text should accurately reflect the item(s) to be purchased.



18. Enter the quantity of the item to be purchased and the estimated cost for each item in the boxes provided. The system will calculate the total cost for you.



19. Upload Support Document: Click the gray “Choose File” button to upload documentation supporting the requested line-item expense, such as a quote from the vendor or a screen shot of the item’s cost from the seller’s website. Click the blue “Save” button.



20. As you add i

