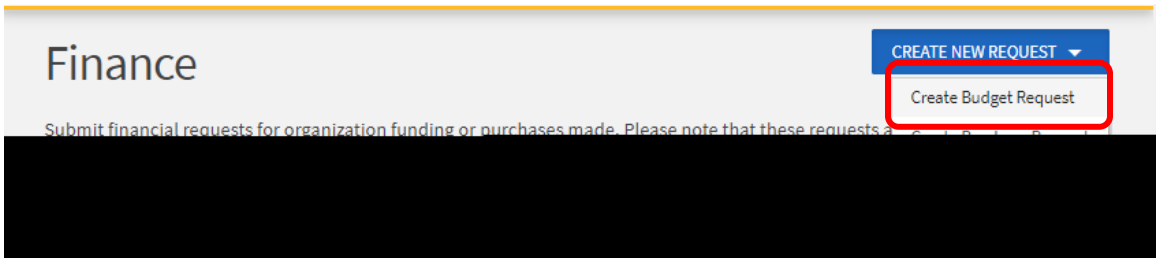
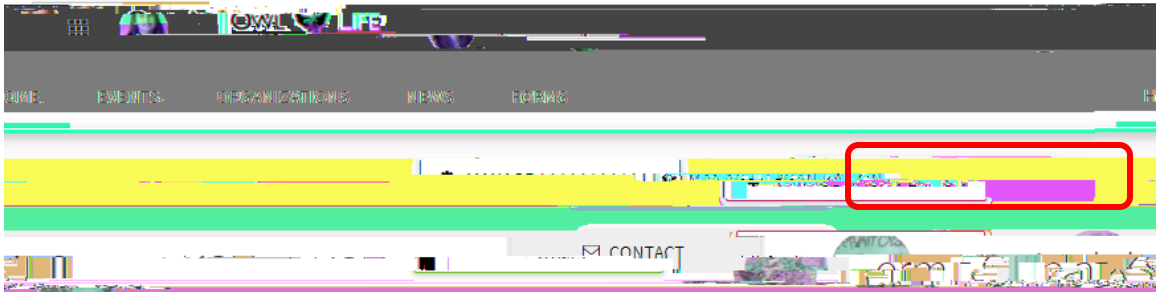


**USER GUIDE**  
**FY24 RSO ANNUAL SABAC BUDGET REQUEST**



### Create New Budget Request

Identify Student Organization Request  Search  Select a processor for this request

ISSUE: **Student Organization Annual SABAC Budget Request** Process

Please complete this process in order to submit a request for an annual budget from SABAC on behalf of a registered Student Organization. Please Register

Budget: **Student Organization Annual SABAC Budget** Budget

Support funding entry from the previous section. For each entry you will add an additional

REQUEST

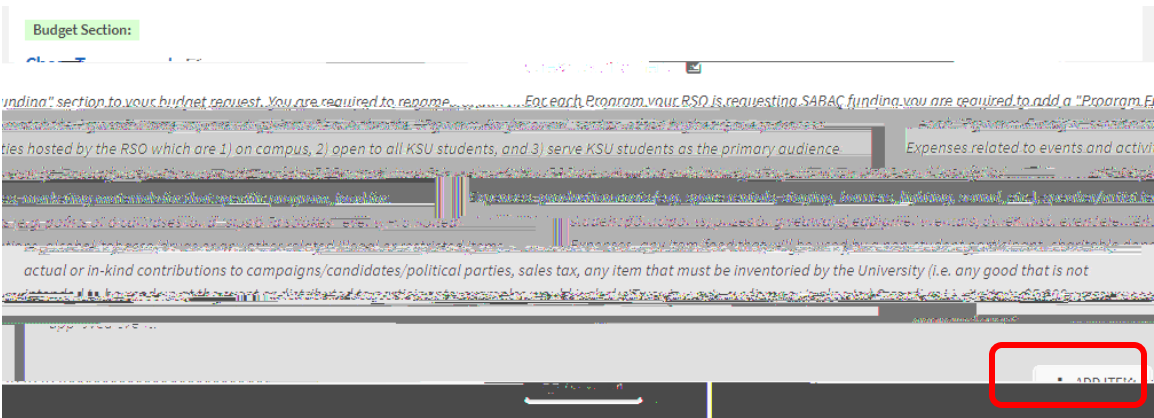
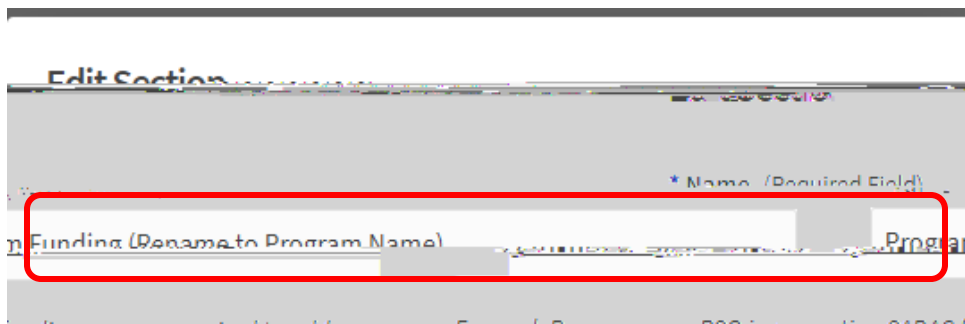
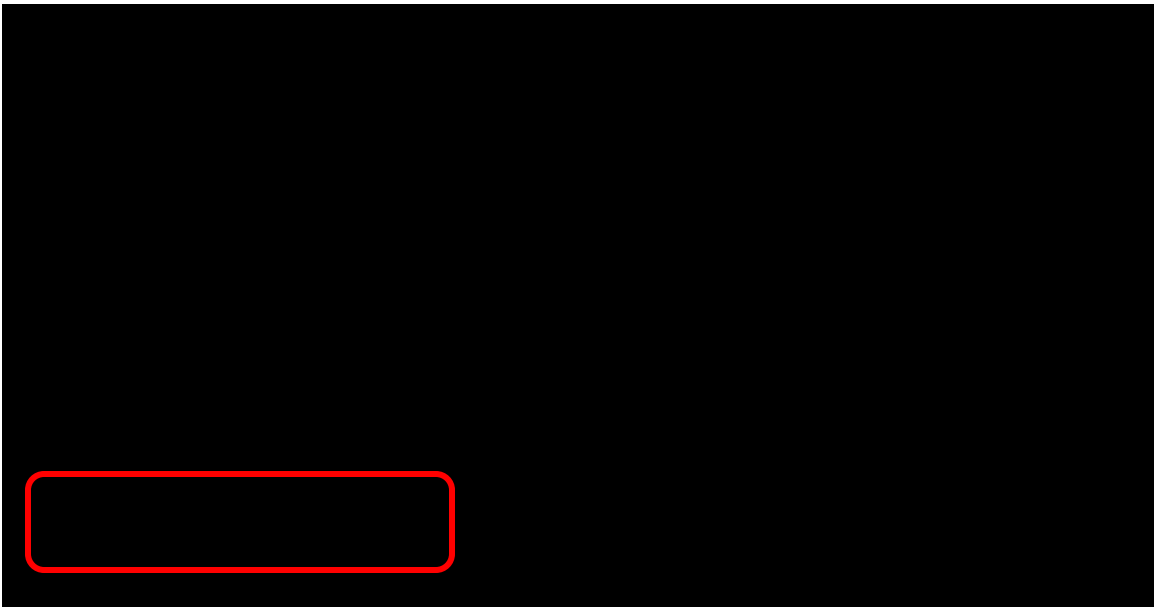
This field is not required.







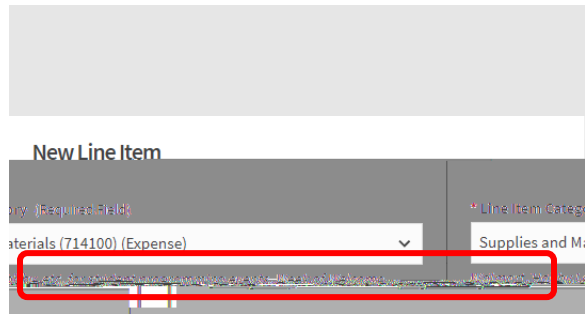
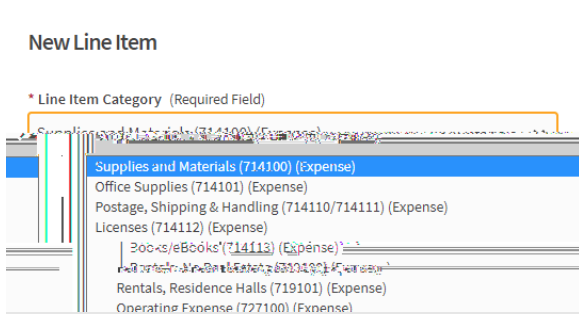




*Tip: When an option is selected, the drop-down menu will close and an example of expenses that match*



that category are provided. This can be helpful in determining the best Line-Item Category to match your expense.



## New Line Item

\* Line Item Category (Required Field)

Food & Materials (707700) (Expense) [v]

and event

All student food, snacks, water and candy for programs

\* Name (Required Field)

Cupcakes

Description

Spk for students attending the Chap. Transfer  
Catering.

\* Quantity

50

X

\* Cost

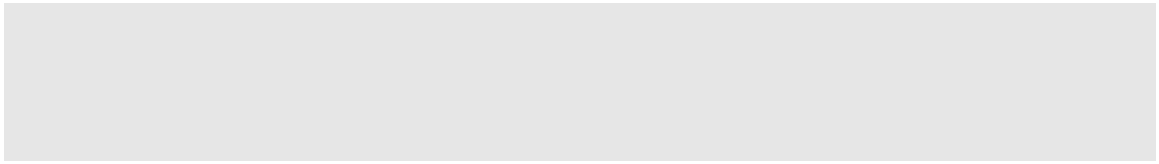
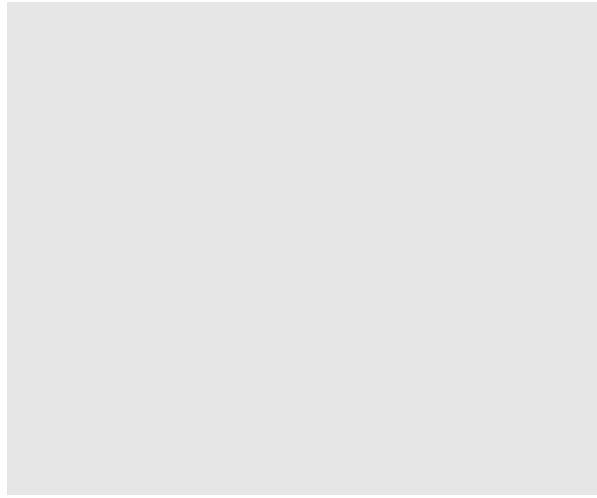
\$ 2.25

=

Total


\$112.50






## **CHECKING THE STATUS OF YOUR BUDGET REQUEST**

1.

 Submitted  
2/18/2021, 3:42PM by Jessica Duvall

 Withdrawn  
2/10/2021, 1:23PM by Jessica Duvall

**IC Funding Decision**  Moved Forward to RSO Notification of SAB/   
2/10/2021, 11:51AM by Jessica Duvall

**ward to SABAC Recommendations Submitted to VBSA**  Moved Forward to   
2/10/2021, 11:50AM by Jessica Duvall