Steps performed by the student organization administrator(s):

1. Log into OrgSync and access your organization’s portal. From there, view the left side of the page and mouse over the “treasury” tab, click “budgets” when it appears.

2. Ensure the funding period drop down box matches that of your request.
   
a. Click “New Budget” to start the request process.
3. From here you are required to provide details of your request and upload all supporting documents. This main funding page is broken down into various components:

a. “Budget Name” – enter the name of your organization.

b. “Category” – click the drop down box and select the category of organizational funding your group is requesting (newsletter, operating, project, speaker, travel). Once selected, a budget form will pop up that requires details about the request and provides legislative stipulations as outlined in the SGA Legislative Journal.

   i. The information provided is used in processing the funding request, so it is very important that all answers provided are accurate.

   ii. Once all questions are answered, click the “done” box at the bottom of the budget form.

c. “Name” – the name of the person filling out the request.
d. Click the “line item” drop down box and select the type.

i. Enter the $ amount requested under “Request a Budget”. It is to the organizations benefit to provide an exhaustive item description because it gives the SGA reviewers a more informed understanding of the request and can be beneficial when the Budget and Finance Committee presents to Senate before voting.

ii. A description that only lists the item and no explanation will take more time to process because the SGÀ Treasurer will have to follow up for more information.
e. After providing information for all expenses, click “Add Budget Item” and select the category of “officer signature page”.

i. Complete the form that requires contact information for the organization’s primary officers and advisor – this is necessary for SGA and Financial Operation’s records.

ii. Select the only option for “line item” which is “Officer Signatures”.

iii. The “Name” box should be the name of the OrgSync administrator.
Step 3e.i

Step 3e

Step 3e.iii

Step 3e.ii

Step 3f
f. “Add Summary” – provide any additional information to support the funding request.

  g. “Upload Documents” – upload the necessary documents required by the respective funding request, as outlined in the pop up budget form.

  h. Click “Submit” when finished.

The SGA Treasurer will notify the organization’s contact person that the funding request has been received. Funding applicants are required to attend a Budget and Finance Committee meeting to review the request and answer any questions the committee may have. Pending approval by the committee, the request will then be presented to SGA Senate the following week for final approval/denial. The result will be communicated by the SGA Treasurer to the organization’s contact person.

Any questions can be directed to the SGA Treasurer at 316-978-7062 or sgatreasurer@wichita.edu