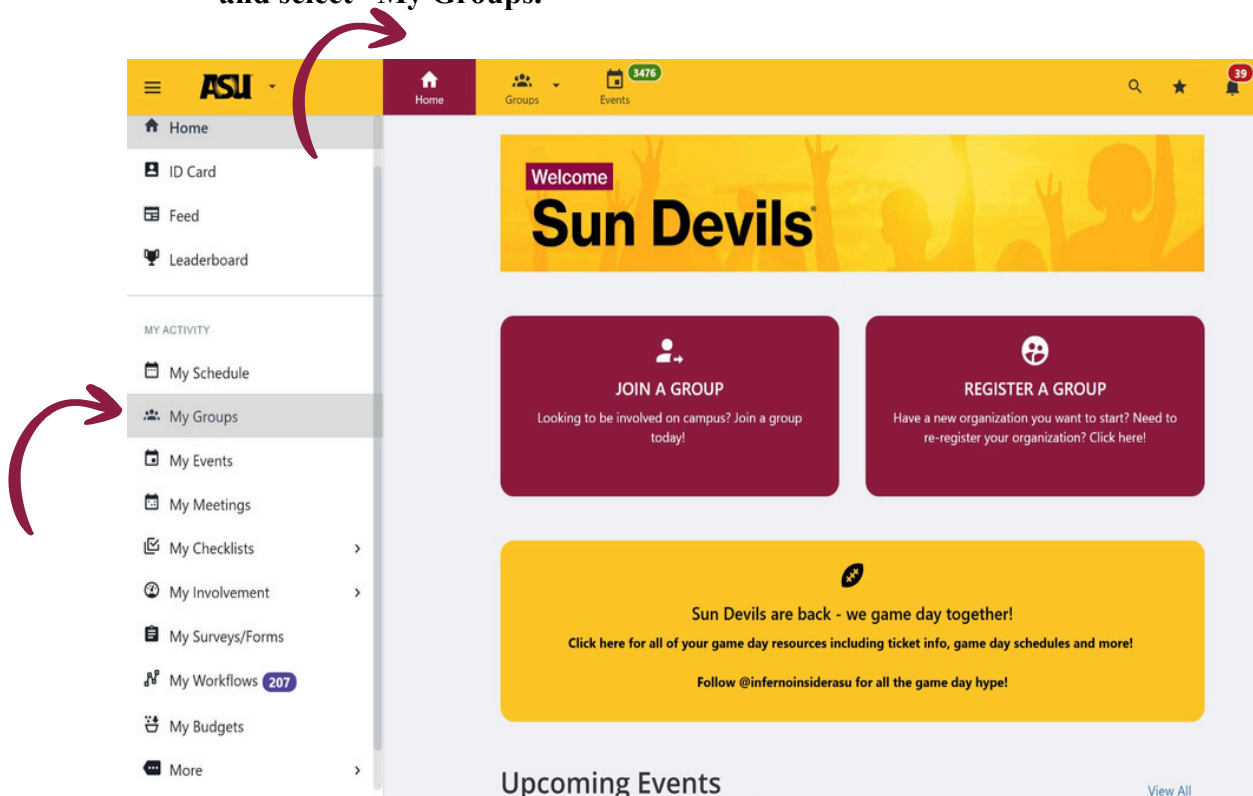


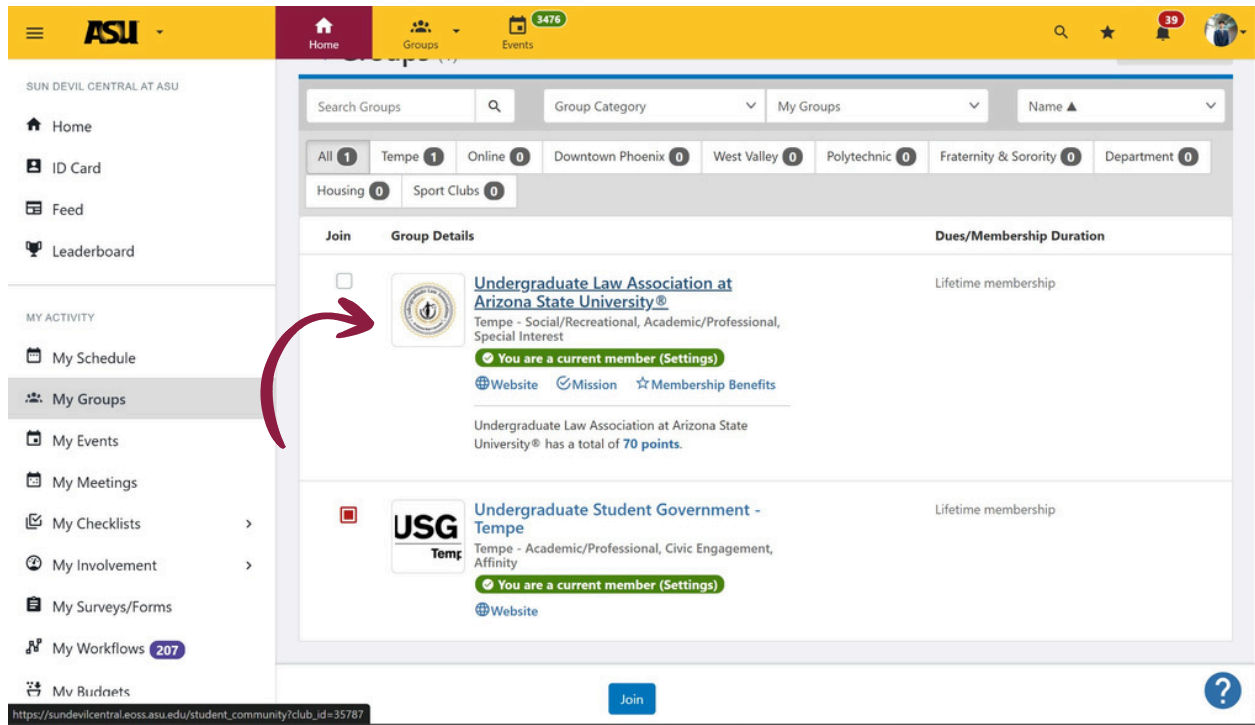


HOW TO CREATE A BUDGET REQUEST

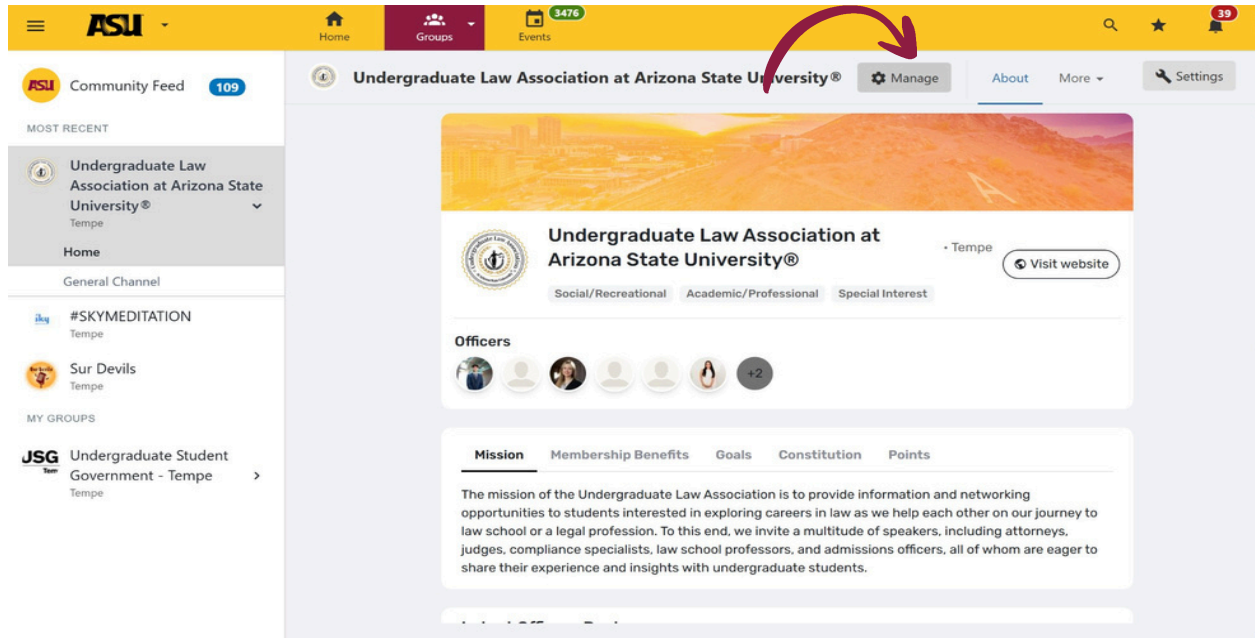
1) Go to Sun Devil Central's Home Page, click on the dropdown menu, click the tab, and select "My Groups."



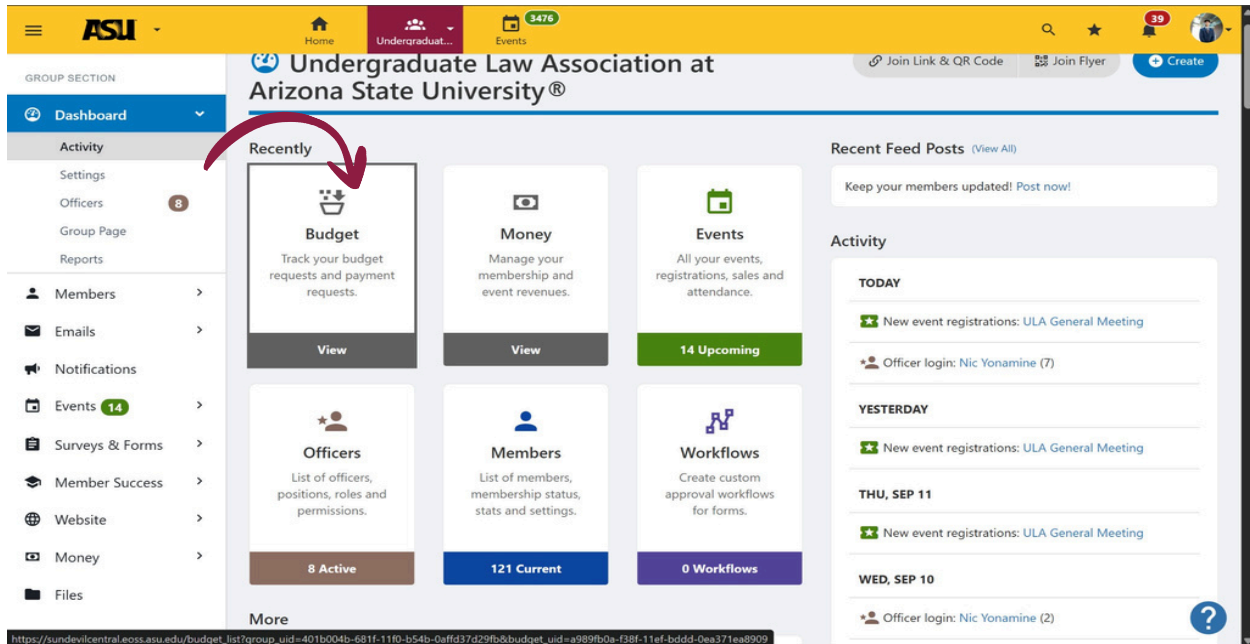
2) Once you find your group, select the one you wish to submit a budget request for:



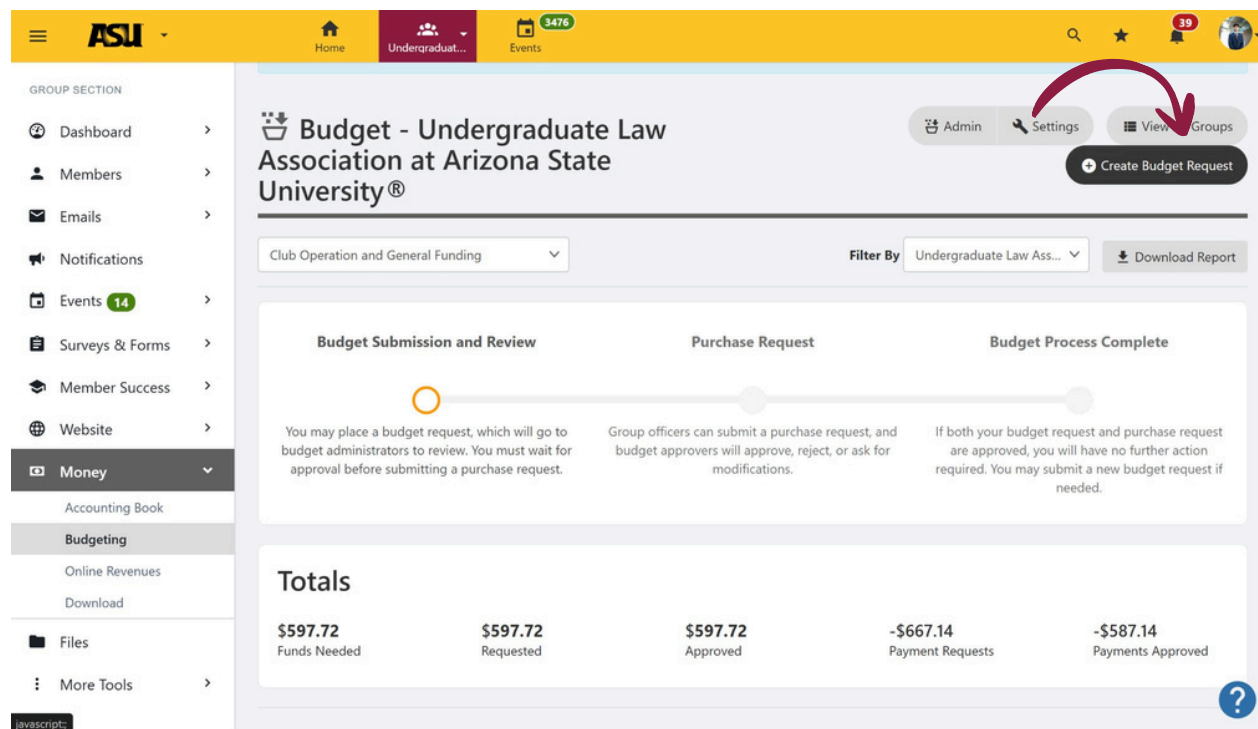
3) Upon arriving at your group's page, click the "Manage" button.



4) After clicking on the Settings button, select the "Budget" block on the group Dashboard.



5) You will then be prompted to this page. Click the “Create Budget Request” tab in the top right corner.



6) Proceed with selecting your request type, titling your request, and describing what you are requesting.

Create/Edit a Budget Request (Step 1 / 2)

* Budget Request Type: - Select -

* Title: - Select -

Description: Club Operation and General Funding

Start Up Funding

Close Next

You may place a budget request, which will go to budget administrators to review. You must wait for approval before submitting a purchase request.

Group officers can submit a purchase request, and budget approvers will approve, reject, or ask for modifications.

If both your budget request and purchase request are approved, you will have no further action required. You may submit a new budget request if needed.

Totals

\$597.72	\$597.72	\$597.72	-\$667.14	-\$587.14
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

7) Enter what you are requesting, the amount of funds needed, and any additional comments.

Enter Budget Items (Step 2 / 2)

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Food & Drink	\$ 0	\$ 0	\$ 0	Notes
Food & Drink				
Marketing & Promotional Items	0.00	0.00	\$0	
Other (please clarify in notes)				

+ Add item

Back Next

You may place a budget request, which will go to budget administrators to review. You must wait for approval before submitting a purchase request.

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If both your budget request and purchase request are approved, you will have no further action required. You may submit a new budget request if needed.

Totals

\$597.72	\$597.72	\$597.72	-\$667.14	-\$587.14
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

8) Proceed to fill out the form and provide your personal/organization's information.

ASU

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Club Operation and General Funding

DRAFT

Save As PDF

Club Operation Funding

Name of Organization *

Name of Requester *

ASU Email of Requester *

What campus is your organization based on? *

By submitting this budget request, I acknowledge that: All Amazon orders must be placed through the Business Office. Reimbursements will not be approved for amounts exceeding \$999.99. All budget requests must be submitted at least 21 days prior to the event

I have read and understand the above purchasing and reimbursement policies.

ASU Online Student Organizations, please select the student government you are affiliated with for funding requests. Unaware of your affiliation? Contact your Student Organizations Liaison on your Sun Devil Central group page.

-

Process Complete

request and purchase request will have no further action. Submit a new budget request if needed.

-\$587.14

Payments Approved

9) List necessary documentation and match invoices to the requested funds, sorted by vendor.

ASU

GROUP SECTION

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Club Operation and General Funding

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Costs

General and Club Operation Funding is funding to aid student organizations in internal club operations such as recruitment, tabling items, and club meetings. Requests should be submitted 6 weeks in advance of when the items are needed. Separate forms for travel and for events have been created to better track and allocate funding. Please select the form for the campus that your student organization is affiliated with - selecting the wrong campus/government location may result in delay or denial of funds. Please attach supporting documents/itemized quotes with each line item. If you are purchasing apparel, promotional items, etc, that include a design and/or logo, please attach the design(s) in the supporting documents section. Please reference the approved vendors list for apparel and promotional items: <https://brandguide.asu.edu/execution-guidelines/approved-vendors>

Line Item 1:

Line Item 1: Description

Line 1: Minimum Cost (dollars)

Line 1: Maximum Cost (dollars)

Line 1: Supporting Documents

Line Item 2:

Payments Approved

Payments - Approve Requests

#ID Create Date	Total Payment Requested	Frc Approv
Total	\$0.00	\$0.00

#ID Create Date

Total Payment Requested

Frc Approv

#2761 Sep 11, 2025

-318.20

-318

Request Payment

Total	-\$318.20	-\$318
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67%

Club Operation and General Funding

DRAFT

Save As PDF

Budget Request #ID

Immediately after submitting your Budget Request, you will be issued a custom #ID. Please input "TBD" in this question to complete the submission, immediately find your #ID, and go to your "Surveys and Forms" tab on your homepage to update and resubmit this same form with the custom #ID. If you do not provide your #ID - your submission will be sent back in a Requires Modification status until the number is received.

Budget Request #ID *

« Back

Submit

Submitted By

Arya Garge

Sep 3, 2025 1:57 PM

Form

Club Operation and General Funding

Name	Funds Needed	Financed By Group	Requested	Approved	Notes	
Other (please clarify in notes)	318.20	0.00	318.20	318.20		
Tote Bags						
Total	\$318.20	\$0.00	\$318.20	318.20		

#ID

Create Date

Total Payment Requested

From Approv

#2761	Sep 11, 2025	-318.20	-318
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Request Payment

Home

Undergraduate...

Events

3472

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Totals

\$597.72

Funds Needed

\$597.72

Requested

\$597.72

Approved

-\$667.14

Payment Requests

-\$587.14

Payments Approved

Undergraduate Law Association at Arizona State University®

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - Approve Requests		
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested	Fr Appro
1196	Funding Slideshow Club Operation and General Funding N/A Submitted By Nic Yonamine Sep 25, 2025 12:36 PM Form Club Operation and General Funding										
		Total	\$0.00	\$0.00	\$0.00	0.00			Total	\$0.00	\$0

	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested	Fr Appro	
617	Tote Bags Club Operation and General Funding Submitted By Arya Garge Sep 3, 2025 1:57 PM Form	Other (please clarify in notes)	318.20	0.00	318.20	318.20			#2761 Sep 11, 2025	-318.20	-31