

1. Log in to Sun Devil Central
2. Go to your Group Page
3. Select “Money” - the “Budget”

TEST ORGANIZATION at ASU

Filter By: TEST ORGANIZATION at ... Download Report

Budget Submission and Review **Purchase Request** **Budget Process Complete**

get 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.

\$5.00 Requested \$5.00 Approved \$0.00 Payment Requests \$0.00 Payments Approved

4. Find your approved Budget Request and the “Request Payment” button

Budget - TEST ORGANIZATION at ASU

Event Budget Request Filter By: TEST ORGANIZATION at ... Download Report

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Totals

\$5.00 Funds Needed \$5.00 Requested \$5.00 Approved \$0.00 Payment Requests \$0.00 Payments Approved

TEST ORGANIZATION at ASU

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS - Approve Requests					
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
328	TEST Event Funding Submitted By Avion Wick Aug 11, 2025 11:53 AM	Food & Drink	5.00	0.00	5.00	5.00							
		Total	\$5.00	\$0.00	\$5.00	5.00				\$0.00	\$0.00	\$0.00	\$5.00

Request Payment

5. Complete the entire Purchase Request Form

Payment/Budget Request

Food & Drink
 Budgeted: \$5 > Requested: \$5 > Allocated: \$5
 Remaining: \$5.00

DETAILS

* Transaction Type:

* Description:
Eg: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense:

* From Allocated:
Numbers only

* From Group Funds:
Numbers only
 Use funds from your group money balance

Budget & Payment Request Details

Purchase Request DRAFT

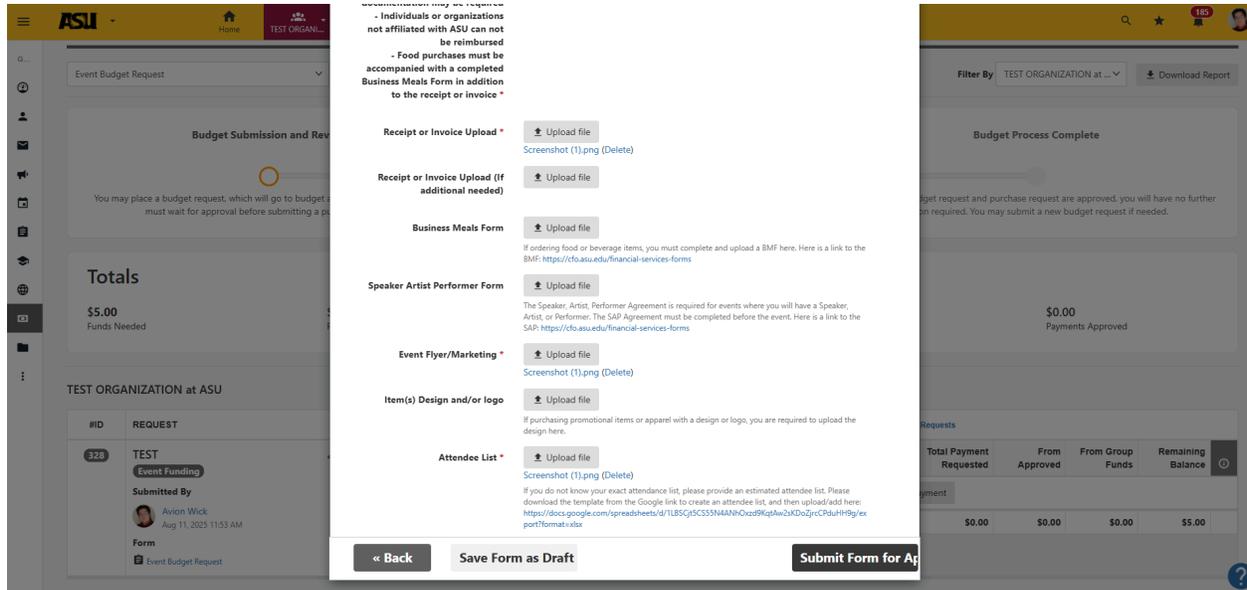
Requestor Information

By checking this box, I acknowledge that this request has been approved by the appropriate parties. I understand

I agree that for any physical items purchased, my club will provide recipients' mailing addresses and ASU emails to OnlineClubs@asu.edu. Items should be mailed out in the same semester in which the funding is requested. The online clubs team will store items and manage the mailing process in alignment with the campus government that approves the funds. I agree

Please select "I agree" if you are a Registered Online Student Organization purchasing physical items to be mailed to your members.

Please provide the Budget Request ID# (**Note: only APPROVED budget request ID)



6. Be sure to press “Submit Form for Approval” OR Save Form as Draft if you have edits
7. You will see your Purchase Request is Pending next to the Budget Request on the same Budget section

