



Create Budget Request

Navigate to your club/organization's SunDevilSync portal and follow the steps below:

From your portal's page, select "Manage Organization"

A screenshot of the SunDevil Sync portal. The top navigation bar has links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The 'ORGANIZATIONS' link is underlined. In the bottom right corner of the main content area, there is a blue button with a gear icon and the text 'MANAGE ORGANIZATION'. This button is circled with a red line.

Select the symbol with 3 horizontal lines in the top left

A screenshot of the SunDevil Sync portal. The top navigation bar has the 'SunDevil Sync' logo and a user icon. Below the logo, the text 'Undergraduate Student Government (USG) - Tempe' is displayed. On the far left of the top bar, there is a icon consisting of three horizontal lines, which is circled with a red line.

Select "Finance"

A screenshot of the 'Organization Tools' menu. The menu items are 'Roster', 'Forms', and 'Finance'. The 'Finance' item is circled with a red line.

Select "Create Request", and then select "Create Budget Request".

A screenshot of the 'Finance Requests' page. At the top right, there is a blue button with the text 'CREATE REQUEST' and a small arrow. Below this button, there is a sub-menu with the options 'Create Budget Request' and 'Create Purchase Request'. The 'Create Budget Request' option is circled with a red line.

Select appropriate application

- Tempe Club Operation Funding

Answer all questions and provide as much information about your general funding items or event.

- Make sure your items listed under “Budget Section” are separated based on vendor
- Make sure you account for shipping and tax. The best way to account for it is to put everything in your cart and as you are getting ready to “check out” use that total amount for the “cost” in your budget request.

Budget Section:

Event Costs 

Please provide a breakdown of your total requested budget, by line item. Each line item should inclusive of any tax, shipping, production costs, or any other cost associated with that particular expense. For example: If you are ordering campus catering you should list: Catering (Nachos Bar and drinks for 35 people) and the TOTAL amount. Please DO NOT list out items separately such as: chips, salsa, guacamole, lemonade, etc. with individual prices OR If you are ordering t-shirts, please write T-Shirts and the quantity, along with the total cost. DO NOT separately list the set-up fee or taxes. Please factor in tax, production, shipping, and all other variable costs into each line item.

1. Fries 	Food	1 x \$15.00	\$15.00
2. Starbucks 	Food	1 x \$20.00	\$20.00

Remaining: 

+ ADD ITEM

+ ANOTHER "EVENT COSTS" SECTION

FINISH LATER  **PREVIOUS**  **SUBMIT**

Submit

If you click on the name of the event, you will see it gives you the option to Withdraw Request. This is helpful if you forgot to add something. However, do not do it if the deadline has passed as you will not be able to resubmit it.