

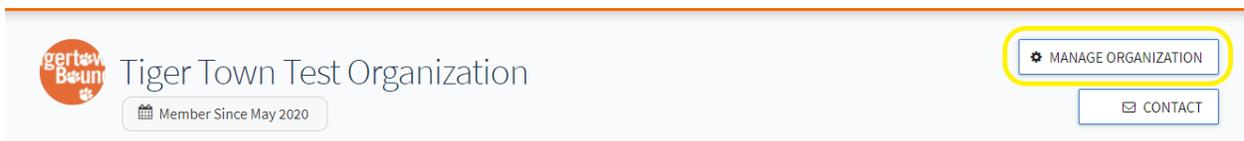
Graduate Student Organizations Budget Request Guide

This guide will help you request funds for your organization.

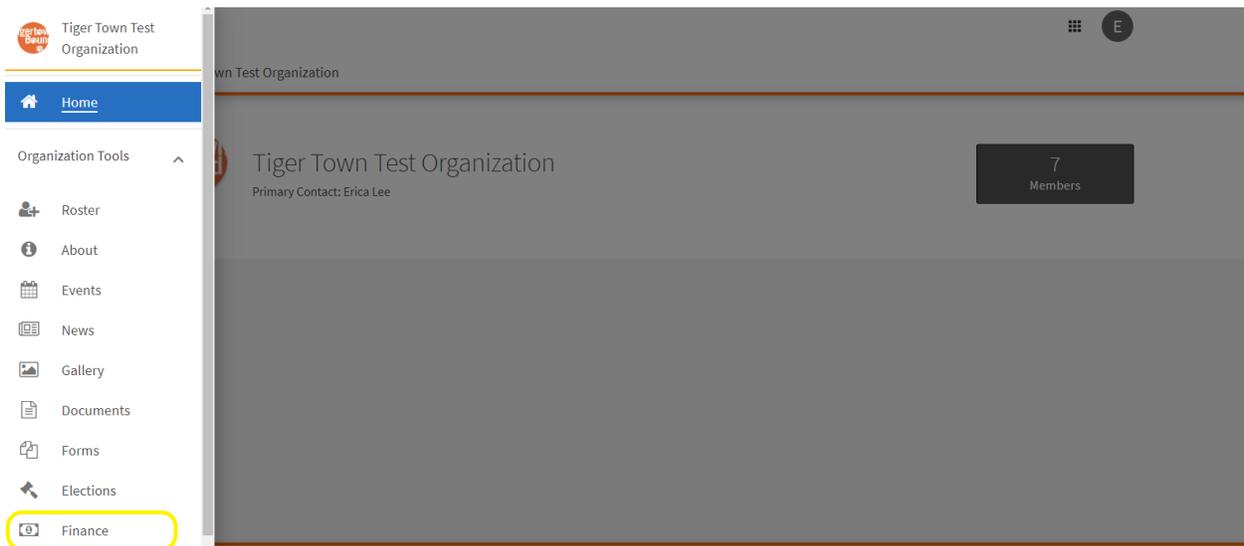
Total Steps Include:

- Submit Budget Request describing the purpose and the proposed itemized budget for your event.
- Attend GSG Finance Hearing on the first Tuesday of every month to discuss your request. This hearing attendance is mandatory, and GSG will not consider requests without hearing attendance.
- Receive confirmation about the funding amount via email.
- Submit a Funding Request with receipts and event attendance on TigerQuest
- Receive reimbursement for your event

1. Visit the TigerQuest homepage, and select your organization under **Memberships**. Then, Click on **Manage Organization** in the top right-hand corner.



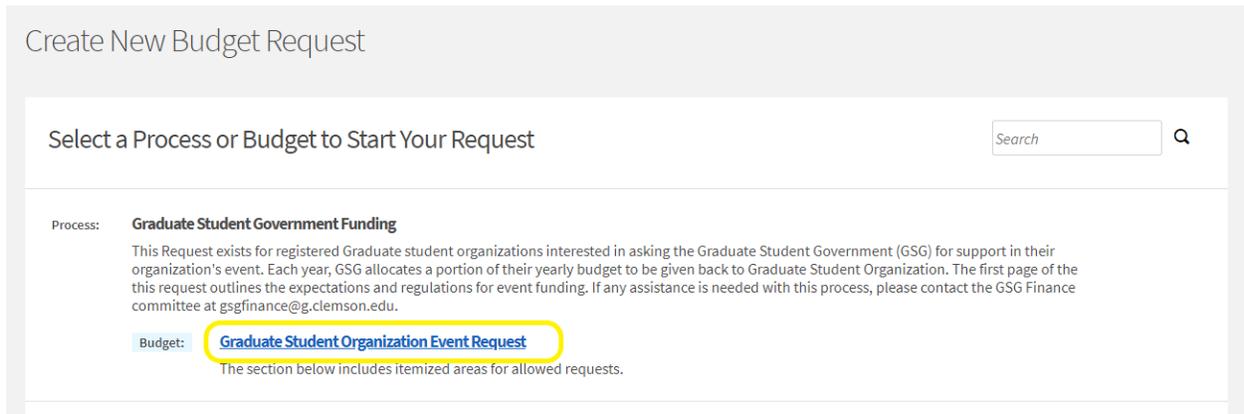
2. Click on the button to the left with three horizontal lines to access the **Organization Tools**. From the drop-down options on the left, select **Finance**.



3. Select **Create New Request**, then select **Create Budget Request**.

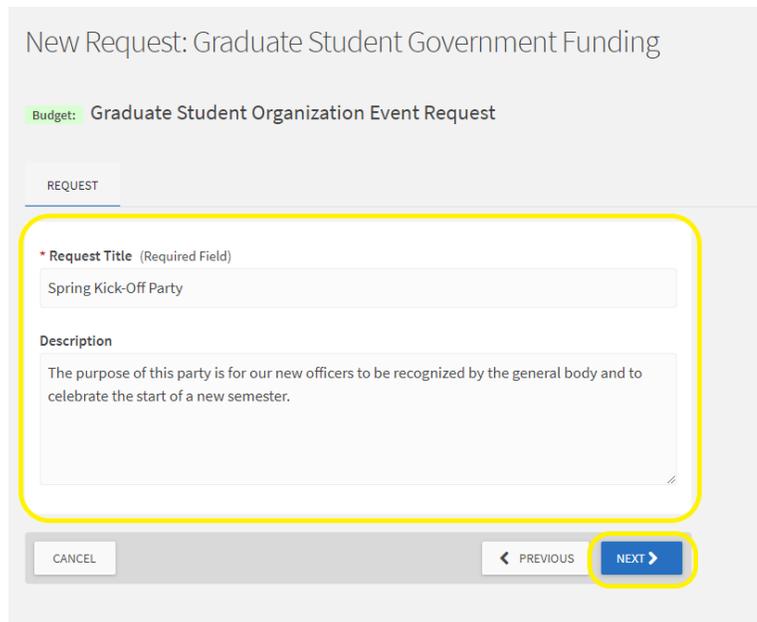


4. Click **Graduate Student Organization Event Request** to begin your submission.



5. **Graduate Student Organization Event Request**

The next few slides include the full request. Please fill out as much information as you can provide, since this will help Graduate Student Government review your request. Then, click **Next**.



6. **Instructions.** The next step includes instructions for the requirements and expectations of the Funding Process. Please read and review the entire set of instructions. Then, write your full name and click **Next**. At this point in the process, you will be able to save your progress for later and review it under your Forms in TigerQuest.

I acknowledge that I have carefully read the above information, and I understand the requirements and expectations of the Funding Request Process.

7. **Additional Information:**

Continue to provide as accurate information as possible for your event request.

You can also review your student organization's roster using this [guide](#).

Once finished, click **Next**.

Spring Kick-Off Party

Requester and Organization Information

Please note that the money that this committee uses to fund graduate organizations comes from graduate students and is expected to benefit graduate students. Therefore, the more members of the Graduate Student Body that a request will benefit, the better.

* Clemson Email

* The current number of graduate student members in the organization (verified on TigerQuest)

* The current number of undergraduate students in an organization (verified on TigerQuest)

8. **Continue to fill out the sheet.** Please note that funds must be entered numerically, without dollar signs or other special characters. Once all of the Additional Information fields are completed, click **Next** to start filling in the budget.

Please enter a whole number

* How much is your organization contributing financially to this event?

* How much is your organization contributing financially to this event?

9. The **Budget** should include every expense your organization would like to request funding for through Graduate Student Government. Once you've reviewed GSG's guidelines for funding and restricted purchases, click **Add Item** to start including items for your budget request.

Budget: Graduate Student Organization Event Request

REQUEST ADDITIONAL INFORMATION **BUDGET**

Spring Kick-Off Party

Requested Total		\$0.00
Reviewer Adjusted Total		\$0.00

Sections (1)	# of Line Items (0)	Amount
General Expenses	0	\$0.00

Budget Section:

General Expenses

This section should include the total anticipated/calculated costs for the event.

⚠ This section is required.

+ ADD ITEM

+ ANOTHER "GENERAL EXPENSES" SECTION

FINISH LATER < PREVIOUS **SUBMIT**

10. Add line items, being careful to check the cost of single items and the total cost of items. For this example, we requested 30 Box Lunches at \$11.39 each, and the form automatically calculated the total for us.

Line Item Category

Name

Description

Quantity		Cost		Total
<input type="text" value="30"/>	X	\$ <input type="text" value="11.39"/>	=	\$341.70

11. Add all the items needed using the **Add Item** feature.
X Do not use the **Add Another "General Expenses" Section**.

Budget: Graduate Student Organization Event Request

[REQUEST](#) [ADDITIONAL INFORMATION](#) [BUDGET](#)

Spring Kick-Off Party

Requested Total	\$341.70
Reviewer Adjusted Total	\$341.70

Sections (1)	# of Line Items (1)	Amount
General Expenses	1	\$341.70

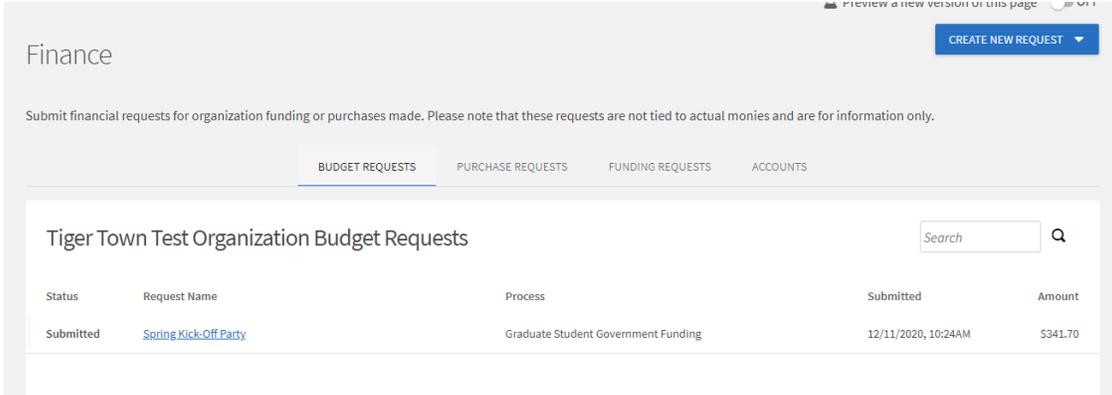
Budget Section:

General Expenses

This section should include the total anticipated/calculated costs for the event.

1. Everyday Box Catering <input checked="" type="checkbox"/>	Food	30 x \$11.39	\$341.70
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12. Once your request is completed, click **Submit**.



Finance CREATE NEW REQUEST

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

BUDGET REQUESTS PURCHASE REQUESTS FUNDING REQUESTS ACCOUNTS

Tiger Town Test Organization Budget Requests Search

Status	Request Name	Process	Submitted	Amount
Submitted	Spring Kick-Off Party	Graduate Student Government Funding	12/11/2020, 10:24AM	\$341.70

13. You will then be able to view your outstanding **Budget Requests** in your organization's **Finance** tab. Your organization's primary contact will also receive an email from TigerQuest to confirm receipt of your submission.

Budget Submission Confirmation: Spring Kick-Off Party

 noreply@engage.mail.campuslabs.com
To: Erica Lee

Reply Reply All Forward ...
 Fri 12/11/2020 10:24 AM

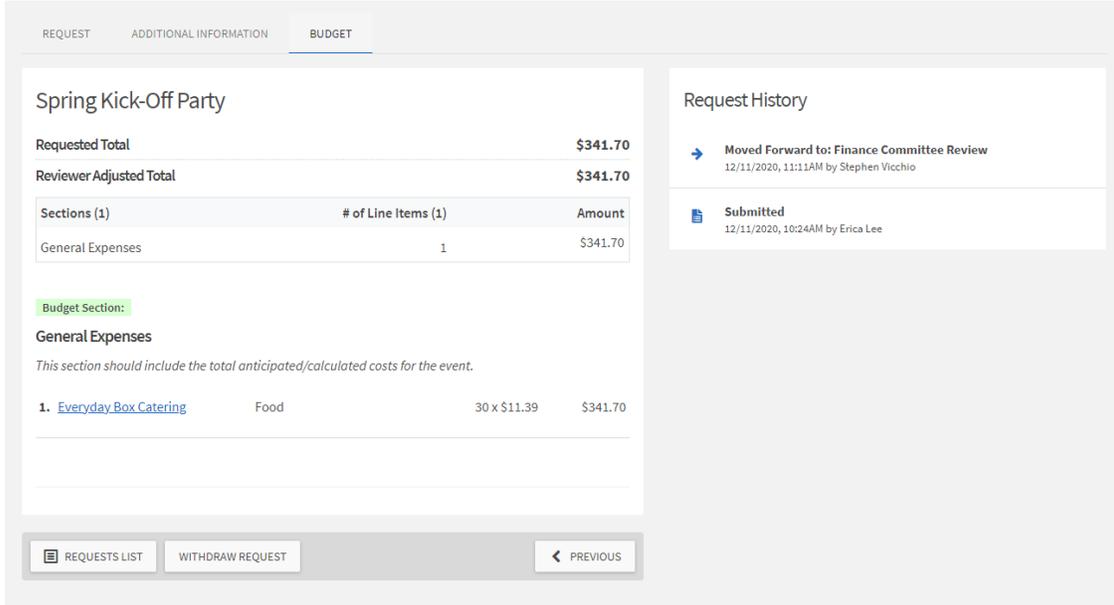
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

This message confirms receipt of your submission for the request "Spring Kick-Off Party".

Your submission will be reviewed and you will receive a message once it has been processed.

[View Budget Request](#)

14. You can also review or withdraw your submission from the organization **Finance** tab, as well as seeing any progress made on your application.



The screenshot shows the 'BUDGET' tab for a request titled 'Spring Kick-Off Party'. It displays a summary of requested and reviewed amounts, a table of budget sections, and a list of expenses.

Requested Total	\$341.70
Reviewer Adjusted Total	\$341.70

Sections (1)	# of Line Items (1)	Amount
General Expenses	1	\$341.70

Budget Section:
General Expenses
This section should include the total anticipated/calculated costs for the event.

1. Everyday.Box.Catering	Food	30 x \$11.39	\$341.70
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Request History:

- Moved Forward to: Finance Committee Review
12/11/2020, 11:11AM by Stephen Vicchio
- Submitted
12/11/2020, 10:24AM by Erica Lee

Navigation: REQUESTS LIST | WITHDRAW REQUEST | < PREVIOUS

15. As an example, GSG may return your Budget Request for any edits, and you will receive an email. Click **View Budget Request** to view their comments and resubmit, if necessary.

Your budget request Spring Kick-Off Party has been denied.



From: noreply@engage.mail.campuslabs.com
To: Erica Lee
Fri 12/11/2020 4:05 PM

Actions: Reply, Reply All, Forward, ...

If there are problems with how this message is displayed, click here to view it in a web browser.

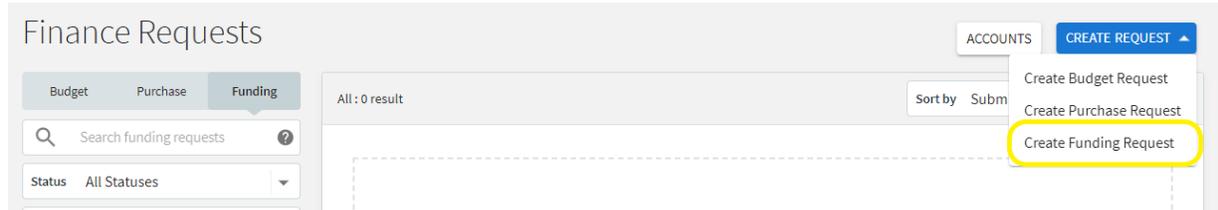
Your budget request "Spring Kick-Off Party" for the Graduate Student Government Funding budget process has been denied.

Comments:

[View Budget Request](#)

You are receiving this email because you are a member of TigerQuest.
Manage your [email preferences](#).

16. If your **Budget Request** submission is accepted by GSG, then your organization will submit a **Funding Request**. Return to the Organization Tools (see steps 1-3) and click **Create Funding Request**.



17. Create Funding Request

In this section, fill out with as many details as possible. For Account, click **Select**.

Request Details

***Subject**
Summer Kick-Off Party

Description
The purpose of this party is for our new officers to be recognized by the general body and to celebrate the start of a new semester.

***Requested Amount**
\$ 341.70

***Categories**
Allocation

***Account**

18. Select your organization's account. You will be able to see the total amount your organization has been approved to request in the **Balance** and the amount possible to request under **Available**.

Click **Select** to choose this account.

Select Account

Name	Parent	Balance	Available	Organization
<input type="button" value="SELECT"/> Tiger Town Test Organization Account		\$341.70	\$341.70	Tiger Town Test Organization

Showing 1 - 1 of 1

19. **Create Funding Request, Continued**

Continue filling out additional information, using the file formats requested.

Additional Information

The Funding Request is exclusively for majority graduate student organizations. To request funds as a majority undergraduate student organization, please submit a Budget Request (for new money) or Purchase Request (for already allocated money). In summary, if you are a majority undergraduate student organization, please do not submit this form.

The form is to request reimbursement for already approved events. If you need to request approval for funds, please submit a Budget Request.

Please reach out to gsgfinance@g.clemson.edu with any questions.

* What was the date of your event?

1/13/21

* What is your Budget Request ID number?

(located in your original request for funds)

97940

* What was your number of event attendees?

28

* Please provide an itemized list of expenditures from the event.

Ex.

Total Event Expenses: \$150.00

Pavilion Rent: Total \$50.00

Pizza from Ryan's PieHouse: 4 pizzas @ \$25.00 each / Total \$100.00

30 Box lunches \$11.39 each / Total \$341.70

* Please attach a file outlining the names and Clemson email addresses of all attendees.

Attendance.xlsx

UPLOAD FILE

* Please upload one PDF with all receipts from the event.

Spring_Kick_Off_Reciepts.pdf

UPLOAD FILE

20. Once completed, click **Submit Request**.

Graduate Student Government will be in contact regarding the status of your request.

SUBMIT REQUEST

CANCEL