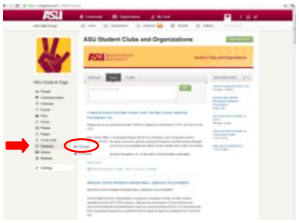
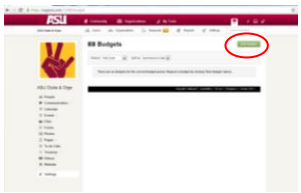
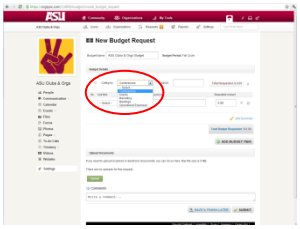


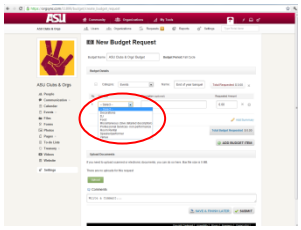
From your organization's OrgSync portal, select "Treasury", and then "Budgets".



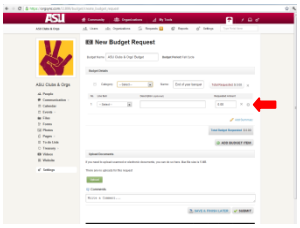
On the Budgets page, select "New Budget".



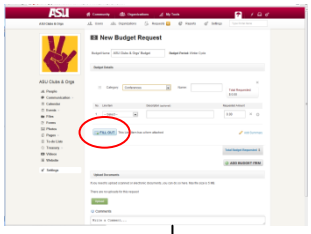
Select a Category and give it a name.



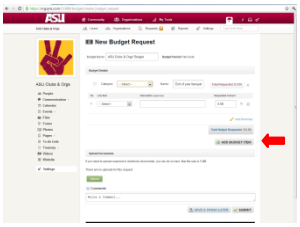
Select a Line Item, type a description of that item, and type the associated cost.



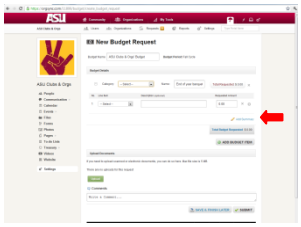
To add Line Items to a Category, click on the "+"



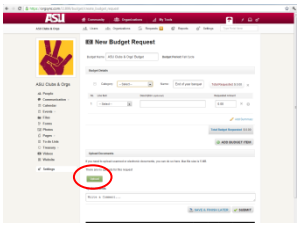
Some Line Items have Forms attached asking for additional information. Fill these out.



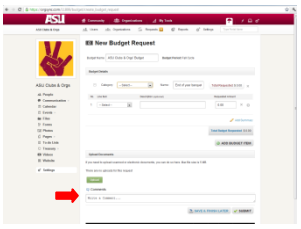
To add another Category, click "ADD BUDGET ITEM"



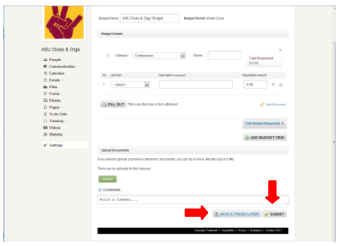
By clicking "Add Summary" you can provide more information about what you are requesting and why it's needed.



To add price estimates or other supporting documents, scan and "Upload" to attach to the budget request.



Under "Comments" you can add any additional information you feel is important for the Appropriations committee to know.



If you need a break, you can "SAVE & FINISH LATER". If your request is complete, go ahead and "SUBMIT".

Congratulations, you have just submitted a budget request for the Student Activity Fee appropriations! Give yourself a pat on the back for a job well done. In lieu of hearings, the Appropriations Committee is able to review your request and respond back in the "Comments" section. You can check back through OrgSync on the status of your request.