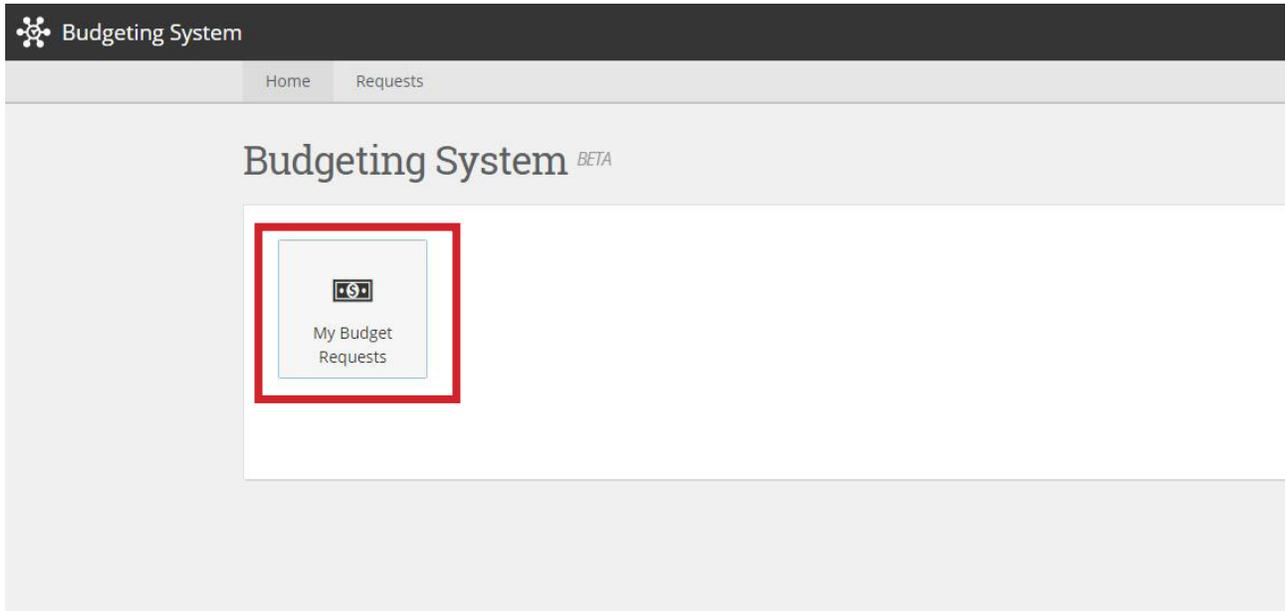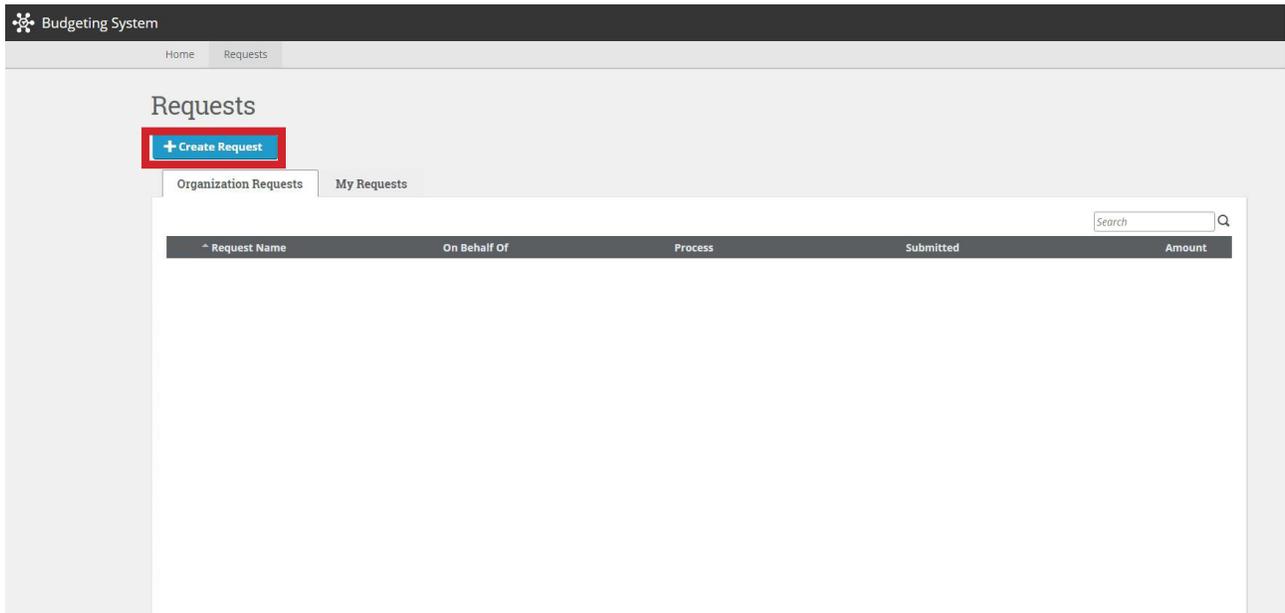# IIT SGA Finance Board

Budgeting System Tutorial

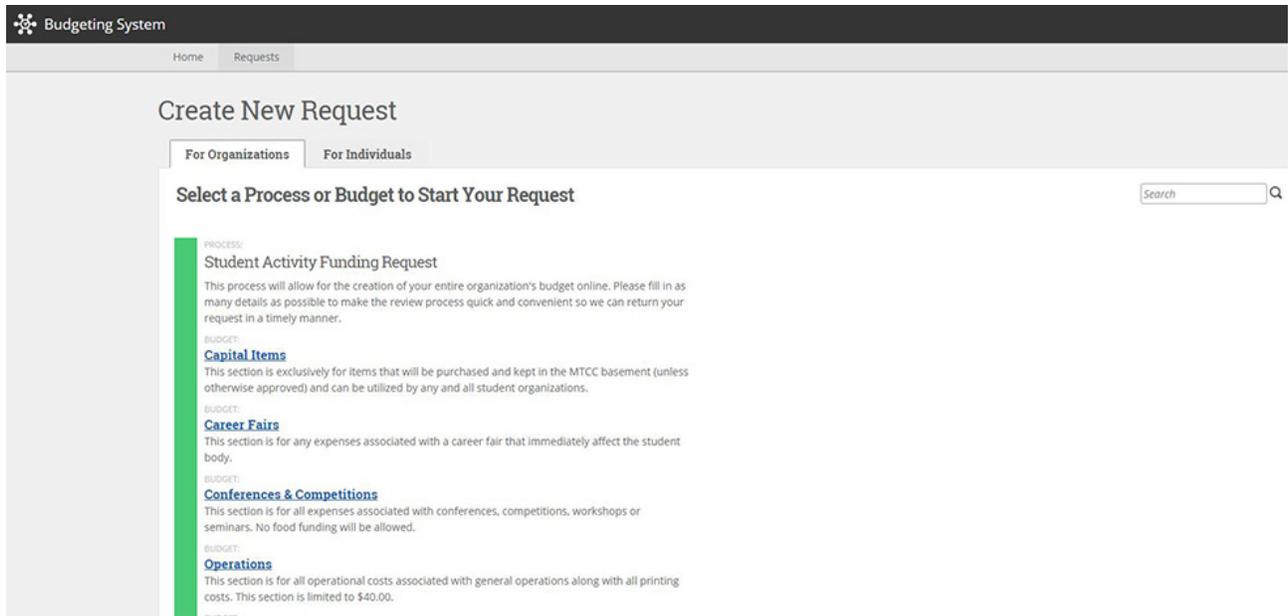Published: 8/24/2015

SGA Budgeting System Tutorial

- Visit iit.campuslabs.com/budgeting/ to begin your budget submission
- Login using your IIT login information (login the same as you do to Hawklink)
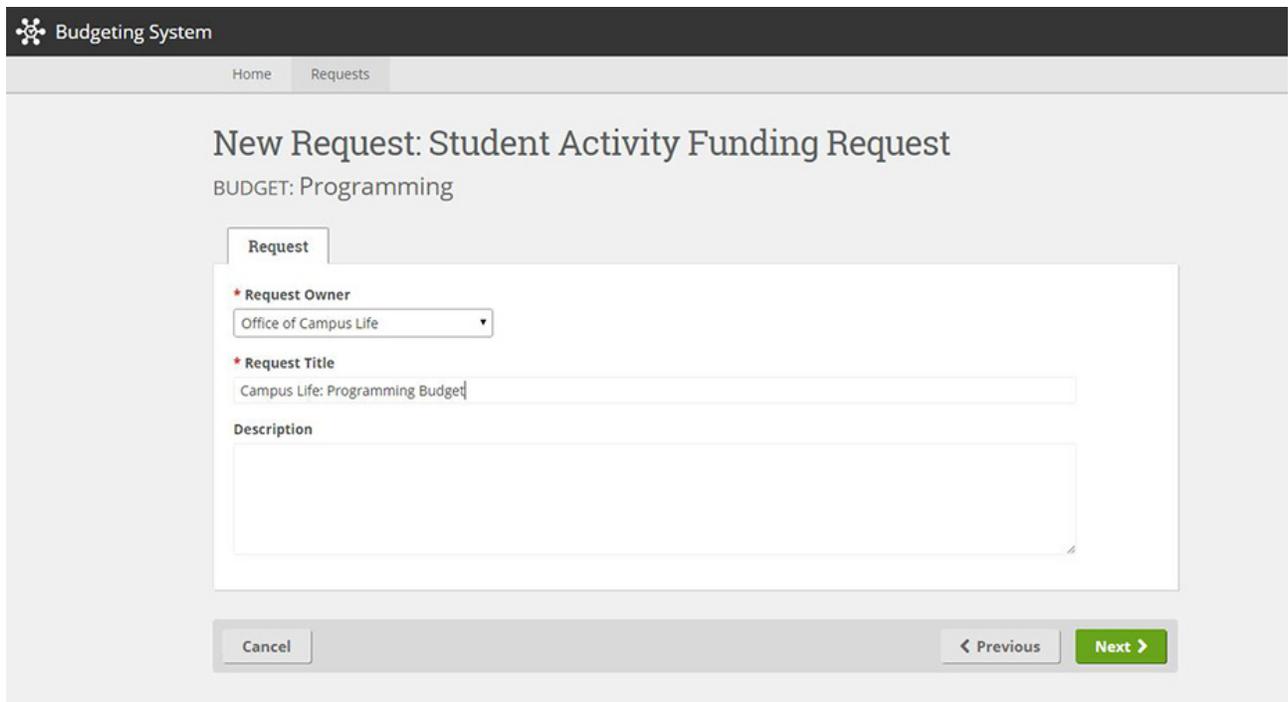
- The "My Budget Requests" button/page will allow to you view all of your past budget submissions and submit new ones.

- Click "+Create Request" to start a new budget request.

•Select the proper category for your request.
•There should not be more than one request, per category, per organization (ie your organization should not have 2 programming budgets).


•Make sure to select the correct organization from the drop-down menu
•Please title your budget as follows "[Org Name]: [Budget Type]"

•Please save all of your quotes, links, or other justification of costs (required for all items in your budget) in a publicly accessible Google Drive document.
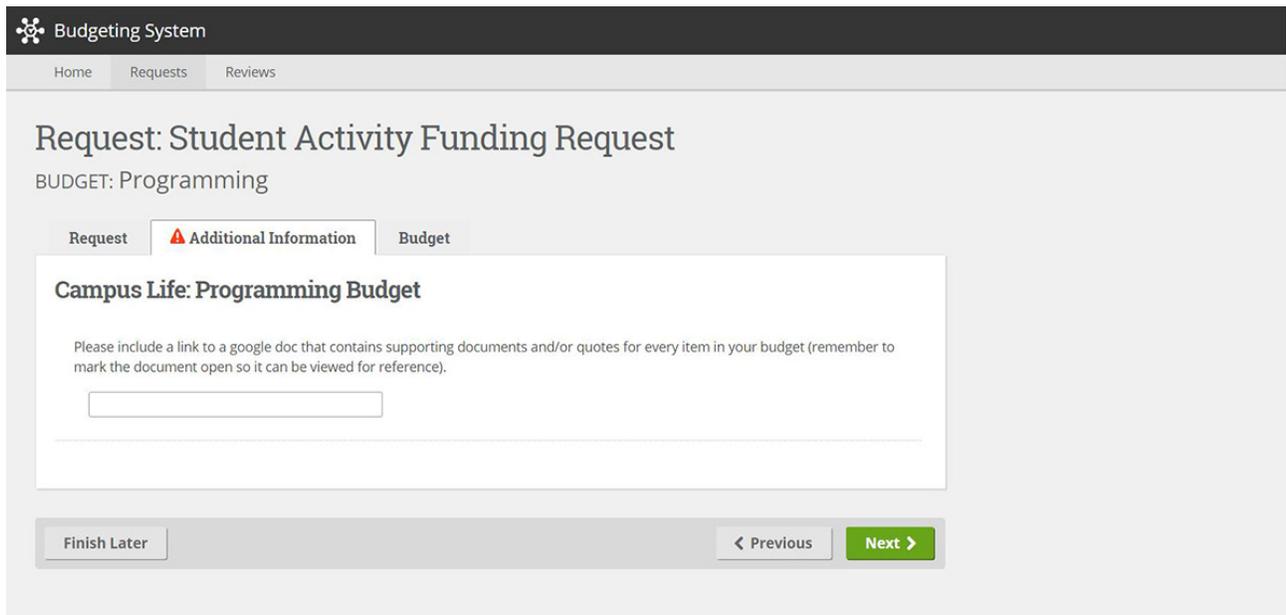

•The link for all of these supporting documents is to be included on this page. A budget without supporting documents **WILL NOT** be considered for funding.
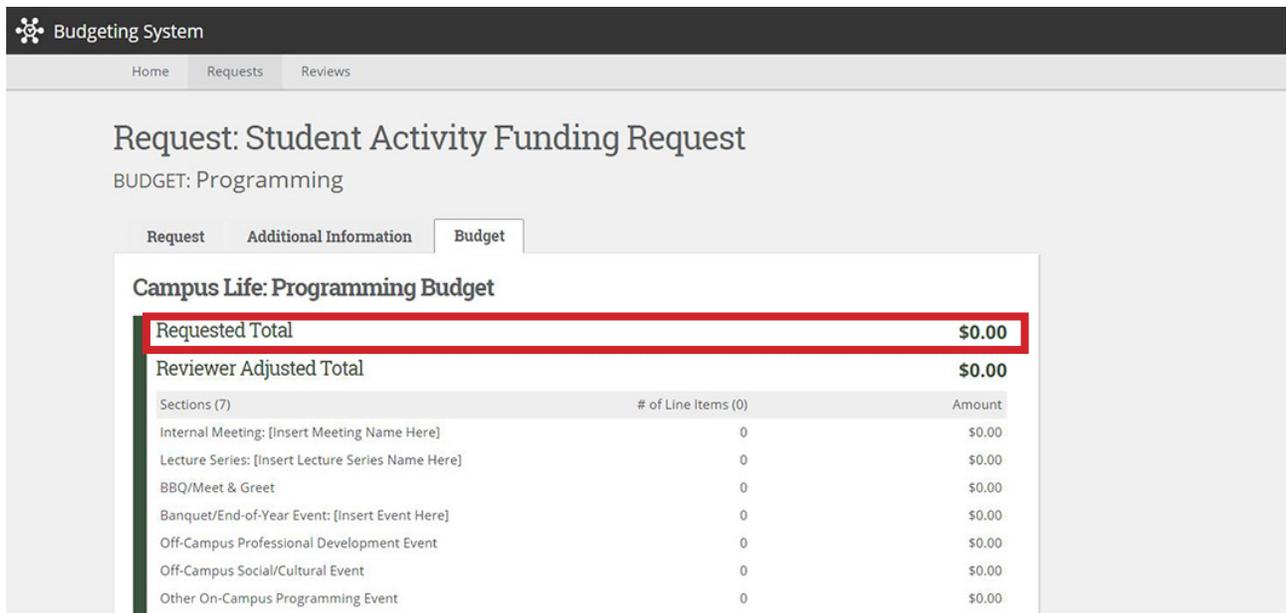
•After submitting your supporting documents, you will be taken to a page to enter your budget for that category. The total is automatically updated as you add to your budget.
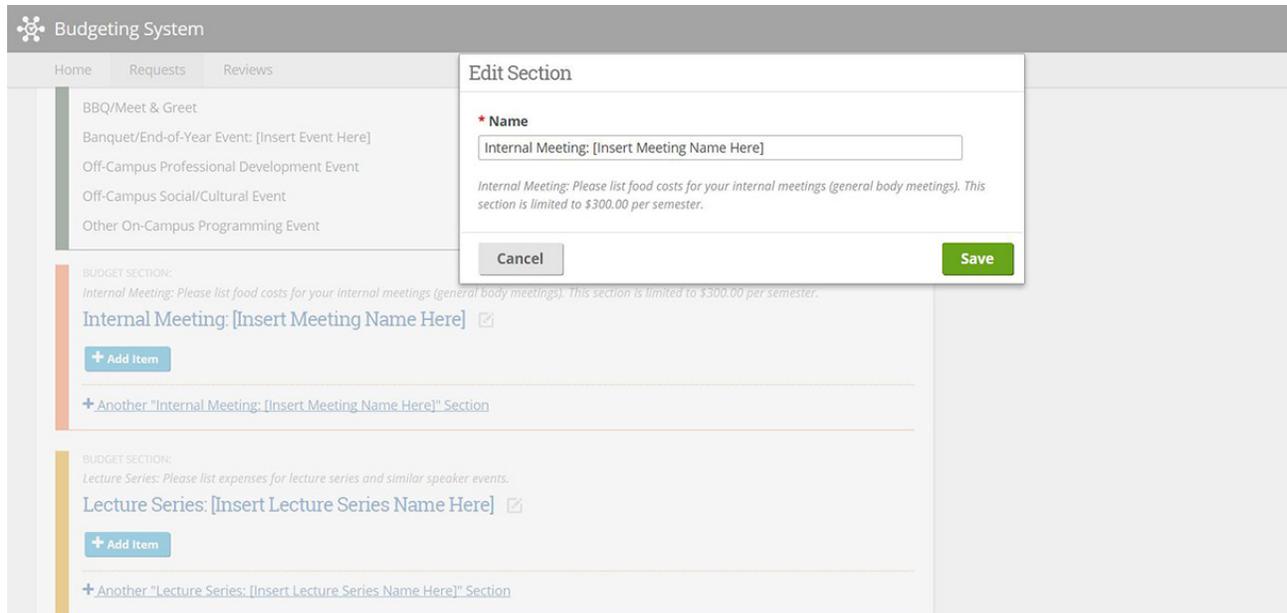
•Selecting an event name will allow you to rename it. Please be unique for each event (ie "Internal Meeting: General Body Meeting 1")
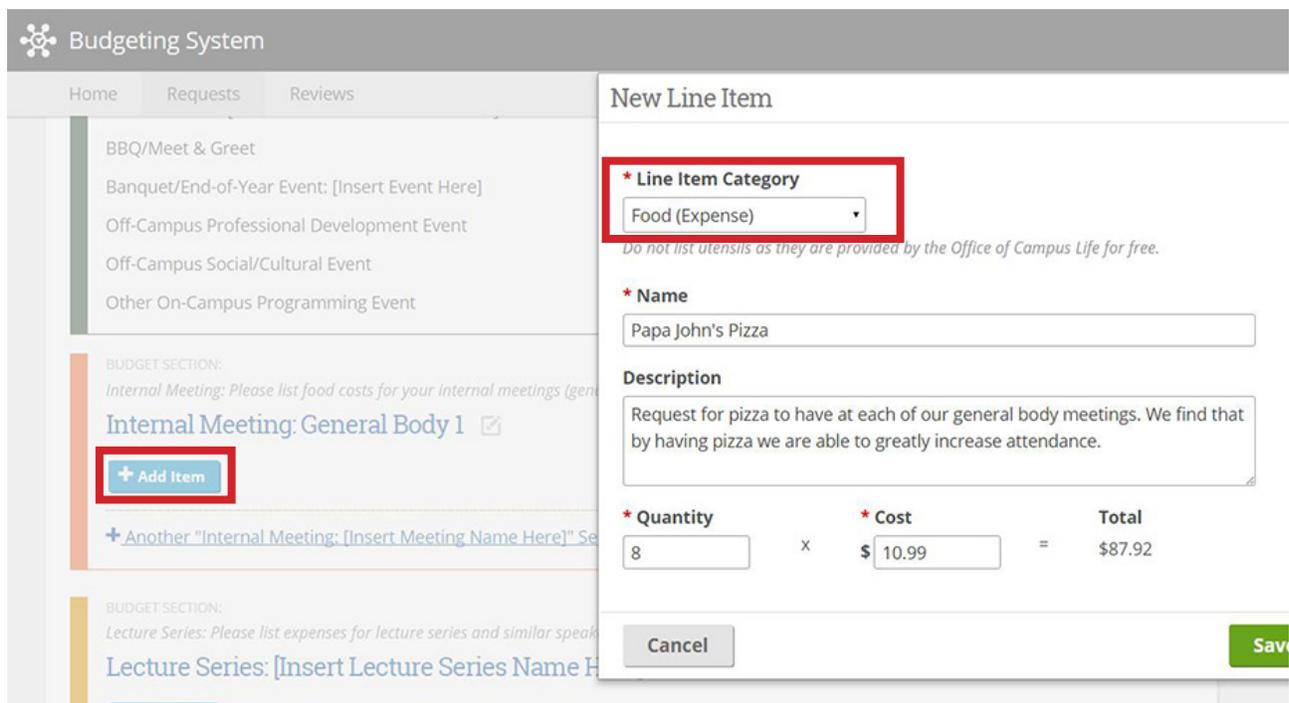
•To add an expense to an event, select "+Add Item"
•Be sure to have the correct "Line Item Category" selected and include a description or explanation of why you need it.

Sections (8)	# of Line Items (2)	Amount
Internal Meeting: General Body 1	1	$87.92
Lecture Series: [Insert Lecture Series Name Here]	0	$0.00
BBQ/Meet & Greet	0	$0.00
Banquet/End-of-Year Event: [Insert Event Here]	0	$0.00
Off-Campus Professional Development Event	0	$0.00
Off-Campus Social/Cultural Event	0	$0.00
Other On-Campus Programming Event	0	$0.00
Internal Meeting: General Body 2	1	$87.92

BUDGET SECTION:
Internal Meeting: Please list food costs for your internal meetings (general body meetings). This section is limited to $300.00 per semester.

Internal Meeting: General Body 1 ✎

1. Papa John's Pizza	Food	8 x $10.99	$87.92

➕ Add Item

Internal Meeting: General Body 2 ✎

1. Papa John's Pizza	Food	8 x $10.99	$87.92

➕ Add Item

➕ Another "Internal Meeting: [Insert Meeting Name Here]" Section

•To add multiple events to one category, there is an add another button at the bottom of each category.

Home   Requests

Requests

➕ Create Request

Organization Requests   **My Requests**

Search 🔍

▲ Request Name	On Behalf Of	Process	Submitted	Amount

•After you have added all sections and submitted, your budgets will appear under your "Requests" page.
•This page also allows you to see the status of your budgets (Advising, Requires Revision, Hearing, etc.)

• By selecting a budget from your submissions list you can view your request history. This panel allows us to provide you with comments, if we ask you to revise your budget. This panel is also where we will explain our budget allocation following each hearing.

• This page also allows you to withdraw requests if they are accidentally submitted.