

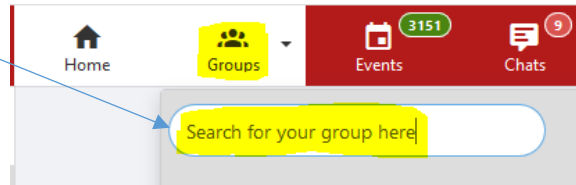
# How to Submit a Budget and Payment Request in CampusGroups

Go to: <https://cornell.campusgroups.com/>

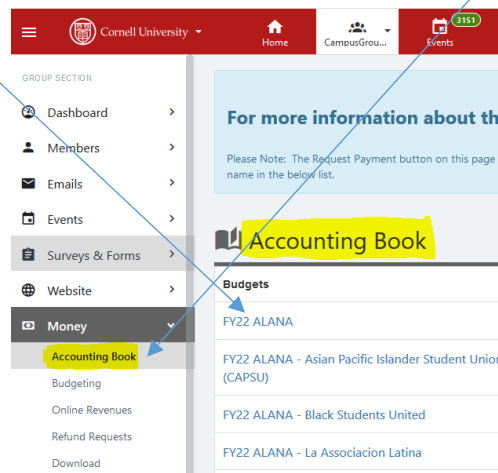
Note - it is not necessary for students to pay out of pocket for all allocated budget expenses. In many cases the SOBO (Student Organization Business Office) can pay on behalf of student orgs, but know that a Payment Request must be submitted for a purchase to be made.

## To Request a Budget Allocation

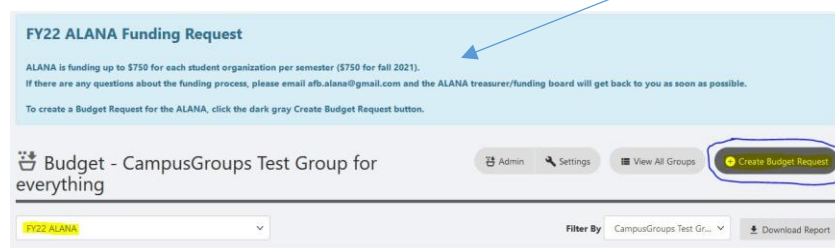
Search for your organization, click on it, and then click on Money... Accounting Book



Click on a Budget (blue link) to submit a Budget Request from that funding source



There will be information about that Particular Funding Source here - click on Create Budget Request



Enter Item's to detail your budget per Event or Type of Purchase (do not list multiple items from one vendor) - hit SAVE

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
General Budget Item	\$ 1000	\$ 0	\$ 1000.00	Speaker Fee
General Budget Item	\$ 500	\$ 0	\$ 500.00	Durable Goods
<b>Total</b>	<b>1500.00</b>	<b>0.00</b>	<b>1500.00</b>	

+ Add item

Back

Save

## To Make a Payment Request

Once your Budget Request has been approved (you will receive an email), you can submit a Payment Request. Go into your Accounting Book (same way as above) and you will see any allocations that you have received. Click on the Budget (blue link) to go into that particular budget.

Accounting Book				Show Archived	Upload Transactions (Admin Only)
Budgets	Allocations/Revenues	Expenses	Balance		
<a href="#">FY22 ALANA</a>	\$1,500.00	\$0.00	\$1,500.00		
FY22 ALANA - Asian Pacific Islander Student Union (CAPSU)	\$0.00	\$0.00	\$0.00		

Each approved Budget Item will have a Request Payment button

Click on Request Payment to initiate a Purchase Request or Reimbursement against that particular item

#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - Approve Request			
48954	test <div>General Budget Request</div> <div>Submitted By</div> <div>Johnathan Hart Oct 4, 2021 2:50 PM</div> <div>Event Details</div> <div>test Oct 31, 2021 3</div>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID	Create Date	Total Payment Requested	
		General Budget Item	1,000.00	0.00	1,000.00	1,000.00						Request Payment
		Speaker Fee										
		General Budget Item	500.00	0.00	500.00	500.00						Request Payment
		Durable Goods										

Enter the amount you are requesting in From Allocated (change if not full amount)  
(Do not use From Group Funds at this time)

DETAILS	
* Transaction Type	Payment Request
* Description	Purchase Request for allocated items
Ex: food, marketing materials, travel expenses, etc	
AMOUNT	
Revenue/Expense	Expense
* From Allocated	\$ 1000
Numbers only	
* From Group Funds	\$ 0
Numbers only	
Use funds from your group money balance	

Choose the applicable Payment Request Type:

## Has the purchase already been made and paid for?

### If YES

How was the purchase made? \*

- ☐ Reimbursement Required (purchased by a student, staff or organization using personal funds)
- ☐ Transfer Required (purchase made using Cornell funds, but already charged to another account or department)
- ☐ P-Card
- ☐ Direct charge at the Cornell Store
- ☐ Wegmans Shoppers Club Card
- ☐ Admin Update (staff use only - eShop, T&M Card/Concur, Interdepartmental, etc)

Please make a selection and hit Next

« Back

Save As Draft

Next »

### If NO

What kind of purchase/payment needs to be made? \*

- ☐ Purchase of Food or Merchandise
- ☐ Payment for a Service to be performed on campus
- ☐ Payment to a Speaker (in person or online)
- ☐ Payment to a Sports Official
- ☐ Payment for Travel
- ☐ Other (CU Departmental charge, Daily Sun, Publications, etc)

Please make a selection and hit Next

« Back

Save As Draft

Next »

**For specific details about each option, you may continue below**

**Fill out all of the applicable information and attach the correct backup for the request to be processed most efficiently!**