

How to Submit a Budget Request

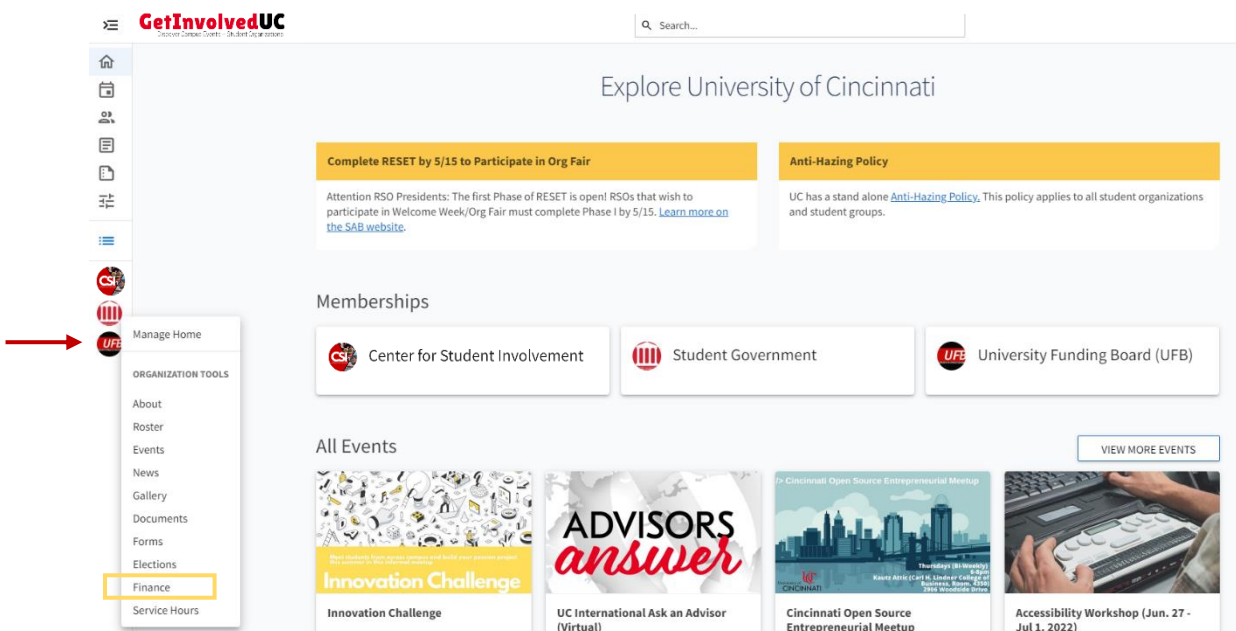
- All On-campus events, Off-campus events, and Essential Investments require the submission of a Budget Request that will be heard by UFB to receive funding. Operating funds do not require a budget request.
- All budget requests should be submitted at least 14 days prior to the Tuesday they're submitted.
- Budget requests are due at 12:00pm on Tuesday. Any missing documentation is due by Thursday at 10:00am
- Please review the [Preferred Vendors for Student Organization Purchasing](#) prior to completing your request.

Step One:

Sign on to getinvolved.uc.edu with your UC credentials. Only organization members that have completed finance training should submit Budget Requests in GetInvolvedUC.

Step Two:

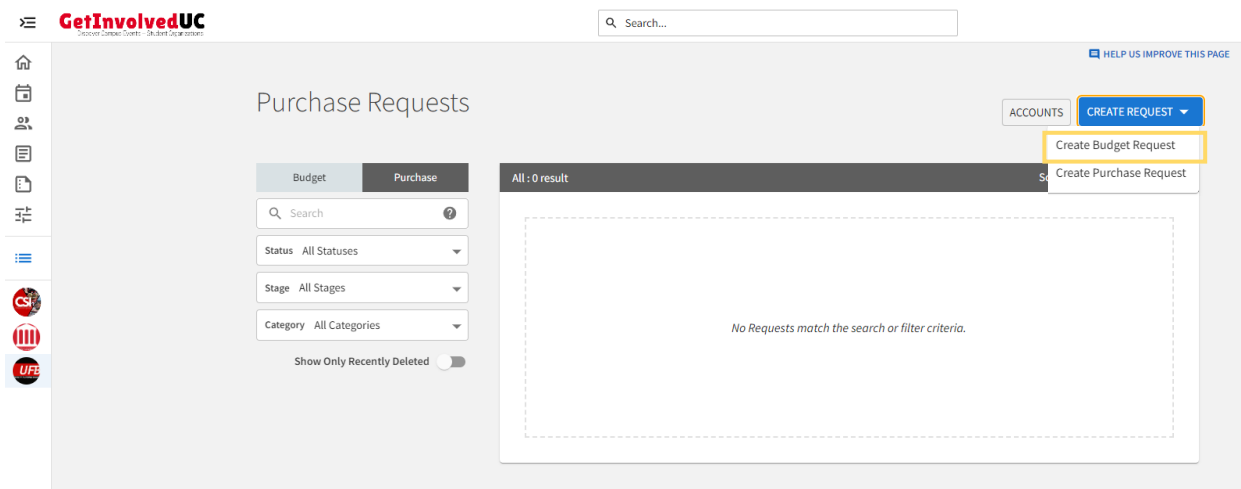
On the left-side task bar, click your organization's circle icon to open your organization tools menu. Select "Finance"



The screenshot shows the GetInvolvedUC website interface. On the left, a navigation menu is open, with the 'Finance' option highlighted in yellow. A red arrow points to the 'UFB' icon in the menu. The main content area displays 'Explore University of Cincinnati' with various announcements and event listings.

Step Three:

Select the "Create New Request" drop down menu and click on "Create Budget Request"




The screenshot shows the 'Purchase Requests' page in GetInvolvedUC. The 'CREATE REQUEST' button is highlighted in blue, and its dropdown menu is open, showing 'Create Budget Request' and 'Create Purchase Request' options. The 'Create Budget Request' option is highlighted in yellow. The main content area shows a search bar and filters, with a message indicating 'No Requests match the search or filter criteria.'

Step Four:

Select the UFB Budget Process for the correct academic year

Create New Budget Request

Select a Process or Budget to Start Your Request 

Process: **AIC Budget Process 2022-2023**
This process should be used for AIC groups submitting yearly budget requests for the 2022-2023 academic year.

Budget: [AIC Allocation Request](#)
Provide your allocation request for 2022-2023.

Process: **UFB Budget Process 2022-2023**
Eligible registered student organizations can request funds for on and off-campus events and essential investment through University Funding Board

Budget: [UFB Budget Request](#)
Documentation for On and Off-Campus Events and Essential Investments

Step Five:

Provide a title and description of your request. You will also need to indicate the budget period and category. The category will be one of the following:

- On-Campus Event
 - An on-campus event is defined as any event that is held at UC's Uptown West Campus or UC's Medical Campus that does not require the organization to stay overnight to attend.
- Off-Campus Event
 - An off-campus event is defined as any off-campus event and/or event in which any member of the organization will stay overnight as a part of the event.
- Essential Investment
 - An essential investment is defined as equipment that is essential to the fundamental purpose of the organization and will be used consistently in events/meetings throughout the year.
- Appeal for Funding
 - Organizations may appeal a funding decision based on lack of documentation or to request additional funds for an approved budget.

Step Six:

Once you have completed the additional fields for your selected budget category, the budget template will prompt you to provide prices and documentation for each line item within your budget request. Please note there are budget sections designated for each budget category.

For each item you are requesting to purchase, you will need a screenshot/proof of price uploaded to the corresponding line item. You will also need to upload any additional documentation based on your budget category as line items:

On-Campus Events

- With food
 - Flyer indicated food is available OR a list of event attendees
- With Speaker/Performer
 - Speaker/performer intent to attend
 - Speaker/performer biography/credentials for how this person fits with the purpose of the event
 - Speaker/performer invoice

Off-Campus Events

- Travel Authorization & Roster
- With travel 100+ miles from UC uptown campus
 - UC Transportation Services Vehicle Rental Form

Essential Investments

- Essential Investment Request Form
 - Once this form is completed, you will need to download a pdf copy and upload it as a line item under the Essential Investments budget section.

Budget Section:
Off-Campus Event

Budget Section:
On-Campus Event

Budget Section:
Essential Investments

New Line Item

* Line Item Category (Required Field)

- ✓ Advertising/Copies (Expense)
- Conference Registration (Expense)
- Gas/Tolls/Other Related Transportation Costs (Expense)
- Hotel/Lodging (Expense)
- Other (Expense)
- Transportation (Expense)
- Travel Authorization & Roster Submission (Expense)

* Quantity		* Cost		Total
1	X	\$ 0	=	\$0.00

Upload Support Document (10MB max)

No file chosen