

Student Government Operational Budget Request (example entry)



- Access Docutraq at <https://www.docutraq.sg.ufl.edu> via Google Chrome using your Gatorlink login credentials.
 - The President and Treasurer of the student organization will see their Org name show up for access. Anyone else will need to be given your Org password for access.
 - At the time of setup, Docutraq will match the officers seen in GatorConnect. If you revise your officers in GatorConnect, you must contact SG Finance for a Docutraq update.
- Once at your Org dashboard, select “Your Budget/Create a Budget Request/Continue” to get to the Budget Request page.
 - If you want to see previous approved budget requests select “Your Budget/Review Budget Requests” and change the “Filter by Type” to “Legacy Budget Request”. Pick the fiscal year you want to see.

Budget Request Page choices

What type of request are you doing?

Before we can move forward, you need to tell us what kind of a request this is.

Operational Budget Request

Annual budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Marketing, Storage, and Awards.

Select

Travel Budget Request

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for expenses related to travel beyond UF's campus. This does not include programming events held off campus or travel grants. Travel Grants shall be allocated by the Travel Grant Sub-Committee for Professional Development and Conference Presentation travel (<http://ufgsc.org/faqs.html>).

Select

Event Budget Request

Date specific budget approved by the Allocations Committee that allocates funds for Student Government Funded Organizations for events or programs excluding General Body Meetings (operational), as well as special projects through student organizations.

Select

Projects, Programs, and Services page

Projects, Programs, and Services

Save Project Summary

Delete

Project Total: \$3,370.00

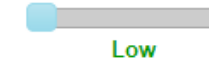
Project #1 - Part 1: Project Summary

✓ Project Summary was updated successfully

Title of Activity:

FY20 Operational Budget - (Org Name)

Priority:



Purpose of Activity:

(Can be your Purpose Statement as written in GatorConnect) - For your Operational Budget only.

List the benefits to the State, the University and/or your organization:

(How does your Org benefit the student body or those who participate?)

Venue of Project:

University of Florida

Other sources of funding and dollar amounts (such as co-sponsorships):

Description

Amount

Expected Attendance:

25

Previous Attendance:

20

Budget Line Items

Part II: Enter Items

[Refresh](#)

2 - PROGRAMS - \$110.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
GBM Supplies (utensils, napkins, etc.)	\$10.00	6	\$60.00	✎ ✕
Tabling Supplies (display board)	\$50.00	1	\$50.00	✎ ✕

6 - ADVERTISING - \$50.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
General Advertising (code 810.3.11)	\$2.00	25	\$50.00	✎ ✕

16 - AWARDS

You have no items for this budget line. [Add a New Item](#)

57 - COPIES

You have no items for this budget line. [Add a New Item](#)





















66 - FOOD - \$90.00

Description	Cost Per Item	Quantity	Total Cost	+ Add
GBM Food (pizza)	\$15.00	6	\$90.00	✎ ✕

Attendance & Goals

Part I: Prior Year Attendance for Events and Meetings

1 - General Meetings (Operational Requests ONLY)

Date	No.of Attendants	+ Add
8/1/2018	20	 
9/1/2018	20	 
10/1/2018	20	 
11/1/2018	20	 
12/1/2018	20	 
1/2/2019	20	 
2/1/2019	20	 
3/1/2019	20	 
4/1/2019	20	 
5/1/2019	20	 

2 - Project & Events Attendance

Name	No.of Attendants	+ Add
N/A	0	 

Part II: Goals

Purpose/Goals of your group is stated to be:

(Again, can be your Purpose Statement as written in GatorConnect) -
For your Operational Budget only.

Please provide a description of
how you have accomplished
these goals:


Again, how it will benefit the student body.

Please provide any other information
that you would like the
budget committee to have:

Project Items

Project Total: \$250.00

 Refresh

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	TOTAL	PRIORITY	
1	FY20 Operational Budget - Fall - (Org Name)	\$110.00	\$50.00	\$0.00	\$0.00	\$90.00	\$250.00	Low	
		\$110.00 (44%)	\$50.00 (20%)	\$0.00 (0%)	\$0.00 (0%)	\$90.00 (36%)	\$250.00		

- Make sure your budget request and items are in compliance with the current 800 codes before submitting to the Budget and Appropriations Committee for review.
 - For example: Per code 808.8, make sure food is based on \$5 per head and not more than 40% of your total Operational Budget.