

Student Government Event 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 (click on “Select” for preferred request)

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

Enter your expected event date
(budget can only be used for listed event)

When is the event?

For you to get the funding, we need to know when the event is actually occurring.

Date of the Event



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Projects, Programs, and Services page

Projects, Programs, and Services

Save Project Summary

Delete

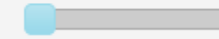
Project Total: \$2,045.00

Project #1 - Part 1: Project Summary

Title of Activity:

Dance Workshop

Priority:



Low

Purpose of Activity:

Event Purpose?

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

How will it benefit the student body?

Venue of Project:

Reitz Union Grand Ballroom

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

Description

Amount

Expected Attendance:


100

Previous Attendance:

80

Budget Line Items





Part II: Enter Items

 Refresh




2 - PROGRAMS - \$1,150.00

Description	Cost Per Item	Quantity	Total Cost	
Honorarium for Instructor	\$500.00	1	\$500.00	 
Supplies (decorations)	\$250.00	1	\$250.00	 
Venue (Grand Ballroom)	\$200.00	1	\$200.00	 
DJ	\$200.00	1	\$200.00	 

6 - ADVERTISING - \$225.00

Description	Cost Per Item	Quantity	Total Cost	
Promo Items	\$2.00	100	\$200.00	 
Facebook Ad	\$25.00	1	\$25.00	 




16 - AWARDS - \$120.00

Description	Cost Per Item	Quantity	Total Cost	
Winner Awards (Trophies)	\$40.00	3	\$120.00	 

57 - COPIES - \$50.00

Description	Cost Per Item	Quantity	Total Cost	
Flyers (SG Copy Center)	\$50.00	1	\$50.00	 

66 - FOOD - \$500.00

Description	Cost Per Item	Quantity	Total Cost	
Food from Classic Fare (Aramark)	\$5.00	100	\$500.00	 

Attendance & Goals (skip General Meetings)

Attendance & Goals

Part I: Prior Year Attendance for Events and Meetings

[Refresh](#)

1 - General Meetings (Operational Requests ONLY)

You have no items. [Add a New Item](#)

2 - Project & Events Attendance

Name	No. of Attendants	+ Add
Dance Workshop (03/15/18)	80	✎ ✕

Part II: Goals

Purpose/Goals of your group is stated to be:

What do you hope the result will be from this event?

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

Description of planning

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

Review Your Budget Request

Project Items

Project Total: \$2,045.00

 Refresh

#	TITLE	PROGRAMS	ADVERTISING	AWARDS	COPIES	FOOD	TOTAL	PRIORITY	
1	Dance Workshop	\$1,150.00	\$225.00	\$120.00	\$50.00	\$500.00	\$2,045.00	Low	
		\$1,150.00 (56.23%)	\$225.00 (11%)	\$120.00 (5.87%)	\$50.00 (2.44%)	\$500.00 (24.45%)	\$2,045.00		

- Make sure your budget request and items are in compliance with the current 800 codes before submitting to the Allocations Committee for review.
 - For example: Per code 808.8, make sure food is based on \$5 per head and you are within the DJ and decorations caps.