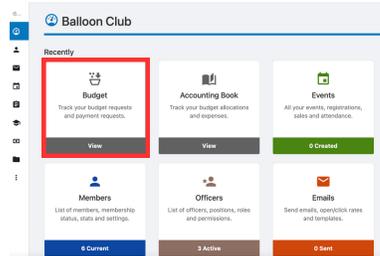


# HOW TO SUBMIT A PURCHASE REQUEST

JUNE 2023

1. Log in on OurCampus (ourcampus.lafayette.edu) and go to your group page.
2. Click on "Budget"



3. Make sure the budget you are submitting a Purchase Request for is selected, aka "Summer", "Fall", "Food Budget", etc.

**Fall Budgets**  
Effective the middle of the 4th week of the fall semester (Sept. 20, 2023) to the end of the 2nd week of the spring semester (Feb. 2, 2024).  
**Requests are DUE by 11:55pm on Sept. 7, 2023.**

**Budget - Balloon Club**

Fall 2023

**Budget Submission**      **Budget Review & Approval**      **Payment Requests**      **Budget & Payment Closed**

Deadline: **Sep 7, 2023 11:55 PM**  
Fall budget requests are DUE by Sept. 7th at 11:55pm!

Deadline: **Sep 18, 2023 12:00 AM**  
Student Government reviews submissions and approves/rejects the amounts requested.

Deadline: **Nov 27, 2023 11:55 PM**  
The Office of Student Involvement approves/rejects payment requests. Payment

Deadline: **Jan 23, 2024 12:00 AM**  
No budget requests, approvals, payments can be made anymore.

*Make sure it is in the Payment Request stage!*

4. Find the line item you want to submit a Purchase Request for and click "Request Payment."

#	Name	Total Funds Needed	Financed By	Requested	Approved	Notes	#ID	Total Payment Requested	From Approved	Remaining Balance
Submitted By	Apparel	400.00	0.00	400.00	400.00					
Jun 06, 2023 12:32 PM	20 shirts at \$20 each									
Form	Equipment	100.00	0.00	100.00	100.00					
SG Budget Request Additional Questions	Balloon pump									
	Event/Programming Supplies	500.00	0.00	500.00	200.00					
	Balloons, ribbon, drink or supplies									
	Speaker/Performer Fee/Honorarium	1,000.00	0.00	1,000.00	1,000.00					
	Balloon expert to talk i n club									
	Promotional Items/Give A Ways	100.00	0.00	100.00	0.00					
	Stickers									
	Event Rental/Space	3,500.00	0.00	3,500.00	3,500.00					
	(Bank Street, Sopp, Skating rink, etc.)									
	(Bank Street for Forms ) includes food									
	Event/Programming Supplies	200.00	0.00	200.00	100.00					
	Decorations for formal									
	<b>Total</b>	<b>\$5,800.00</b>	<b>\$0.00</b>	<b>\$5,800.00</b>	<b>5,300.00</b>		<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>

5. Complete the steps. Enter the exact amount of your payment request in "From Allocated."

**Payment/Budget Request**

Requests for purchase must be submitted at least 2 weeks prior to when items are needed. Payment requests for this budget period, including for the first few weeks of the spring semester are DUE by Mon, Nov 27, 2023.

The Office of Student Involvement will make its best effort to purchase the items in time for your requested delivery date. In all cases, the most inexpensive shipping option will be selected unless the Office is notified otherwise. The Office of Student Involvement reserves the right to purchase similar items from an alternative vendor in order to meet the budget requirements.

**Event/Programming Supplies**  
Budgeted: \$500 > Requested: \$500 > Allocated: \$200  
Remaining: \$200.00

**DETAILS**

Transaction Type: Purchase/Payment  
Description: general supplies  
Ex: food, marketing materials, travel expenses, etc.

**AMOUNT**

Revenue/Expense: Expense  
From Allocated: \$ 123.45

Close Next

*It will show you how much you were allocated and how much you have spent already!*

**LAFAYETTE**  
STUDENT INVOLVEMENT

CONTINUED ON NEXT PAGE

# HOW TO SUBMIT A PURCHASE REQUEST

CONTINUED FROM PREVIOUS PAGE

## 6. Continue working through the form.

- *Reminder: Purchase Requests MUST be submitted two weeks in advance!*
- *Make sure you review all Payment Request Types and select the most applicable one.*

## 7. Depending on the Payment Request Type, different questions will be asked. Provide as much information as possible!

*Click "Submit" when complete. You can also save as a draft and submit when ready.*

## 8. To make sure it was submitted, it should appear like the below on the main "Budget" page.

#ID	REQUEST	BUDGET ITEMS				APPROVAL		PAYMENTS			
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID Create Date	Total Payment Requested	From Approved	Remaining Balance
68243	Fall 2023 General Budget Request	Apparel 20 shirts at \$20 each	400.00	0.00	400.00	400.00					
	Submitted By Jane Smith Jun 26, 2023 12:32 PM	Equipment Balloon Pump	100.00	0.00	100.00	100.00					
	Form SG Budget Request Additional Questions	Event/Programming Supplies Balloons, ribbons, etc. as needed	900.00	0.00	900.00	200.00		#2852508 Jun 26, 2023	-123.45	-123.45	76.55
		Speaker/Performer Fee/Honorarium Balloon expert to help w/ club	1,000.00	0.00	1,000.00	1,000.00					
		Promotional Items/One A Ways Stickers	100.00	0.00	100.00	0.00					
		Event Rentals/Space (Bank Street, Sops, Skating rink, etc.) Bank Street for items (Includes food)	3,500.00	0.00	3,500.00	3,500.00					

*You can make edits by clicking on the request hyperlink (#285XXX).*

## 9. Once the request is approved, you will get an email and the status circle will turn green.

- An orange circle means the request is pending or needs modifications.
- A red circle means the request was denied.

*You can submit multiple requests for each line item as long as you have funding available!*

Questions: [deemerk@lafayette.edu](mailto:deemerk@lafayette.edu) or [involvement@lafayette.edu](mailto:involvement@lafayette.edu)