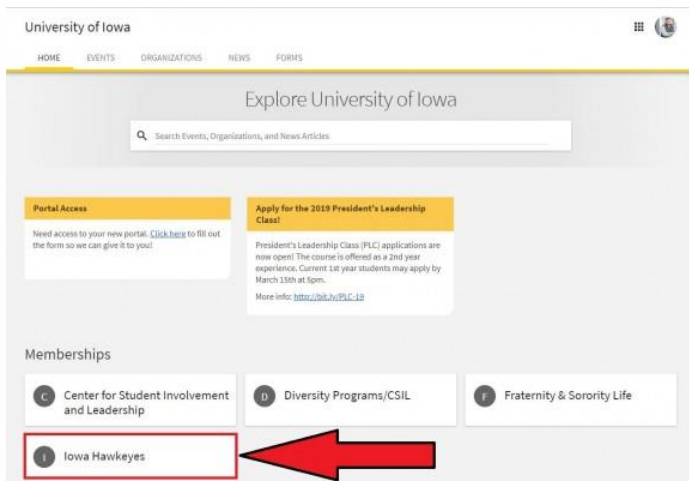
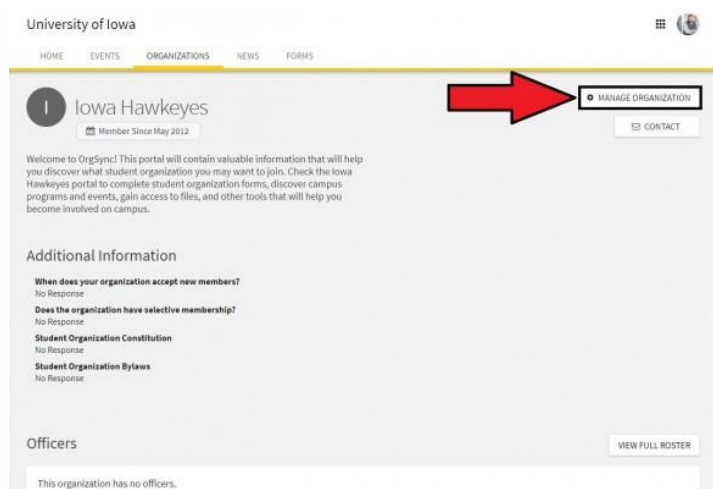


## In order to submit a budget request to receive UISG funding, please use the following instructions:

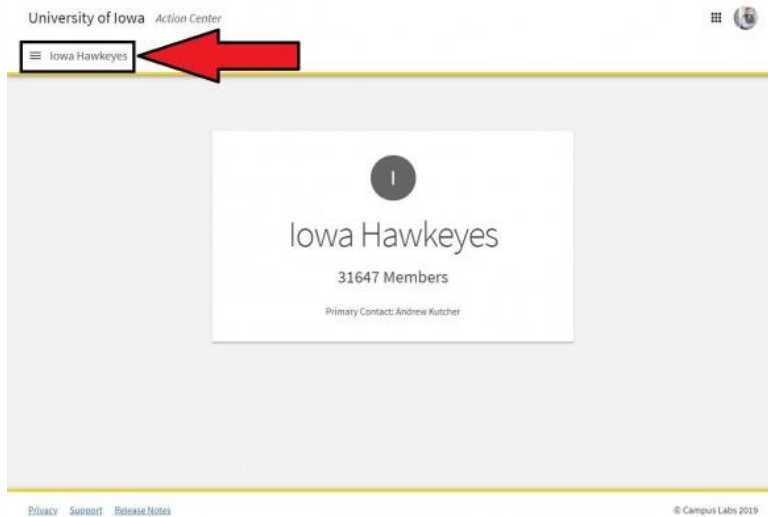
1. You need to have access to submit a request. Typically, this access is reserved for Treasurers, Presidents, and Vice Presidents, however, student organizations can manage the access level for each position in the roster settings within their portal. If you are needing access to your organization's portal please [click](#) here and complete our Portal Access Form.
2. Navigate to the Engage home page and click on the Organization you wish to submit a request for.



3. Next select "Manage Organization".  
*Note: If you don't see "Manage Organization" it means you do not have access to manage this organization. Normally, this is reserved for people in leadership roles within the organization.*

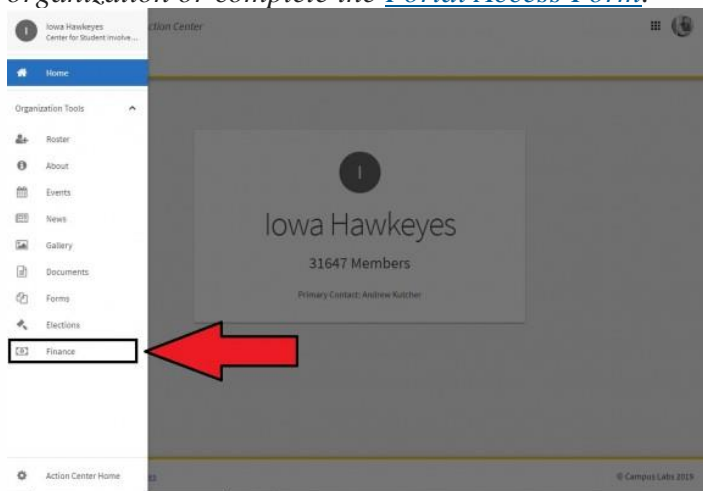


4. This will bring you to the landing page of your Organization's Engage Portal. You will then use the left navigation bar to view the list of tools you have available.



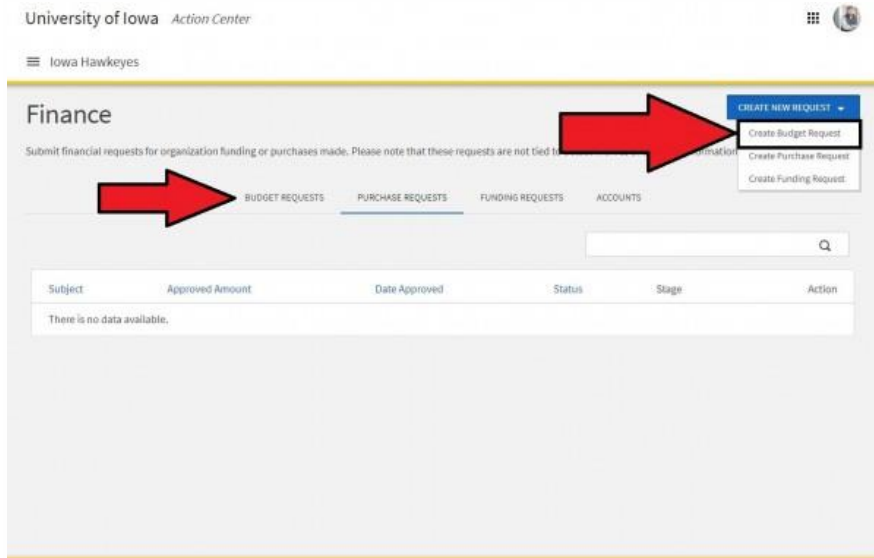
5. Click on "Finance"

*Note: If you don't see the finance tool, then you do not have the necessary access to submit a budget request. If you believe you should have access to this talk with the leaders of your organization or complete the [Portal Access Form](#).*



6. In the "Finance" tool you have the option to view any current or previous budget requests or create new requests. To create a new request click the blue box marked "Create a New Request" and then selecting "Create Budget Request"

To see previous budget requests, click the tab "Budget Requests"



7. Finally, you will see the current budget request options. Please make sure that you select the proper budget request process depending upon whether your org submits to UISG or GPSG.



## Create New Budget Request

Select a Process or Budget to Start Your Request



**Process:** **UISG Funding, Fiscal Year 2019**

Apply for funding from University of Iowa Student Government (UISG).

**Budget:** **Equipment Purchase**

Must document on-campus location where equipment will be stored.  
Must document how you will ensure it can be used from year to year without damage or needing replacement.  
Will be subject to UISG auditing processes.  
Maximum approvable amount of \$2,000.

**Budget:** **Events**

Request funding for events your organization will host on campus or in the Iowa City area.

**Budget:** **Organizational Maintenance**

**Budget:** **Travel**

Request funding for travel for your organization.

CANCEL