

How To Submit A Funding (Budget) Request For An FSU RSO

Learn how to access your RSO financial management tools through the FSU campus portal. This guide provides step-by-step instructions for navigating to the budgeting section to initiate a new Yearly RSO Funds request.

- 1 Navigate to <https://hq.fsu.edu>

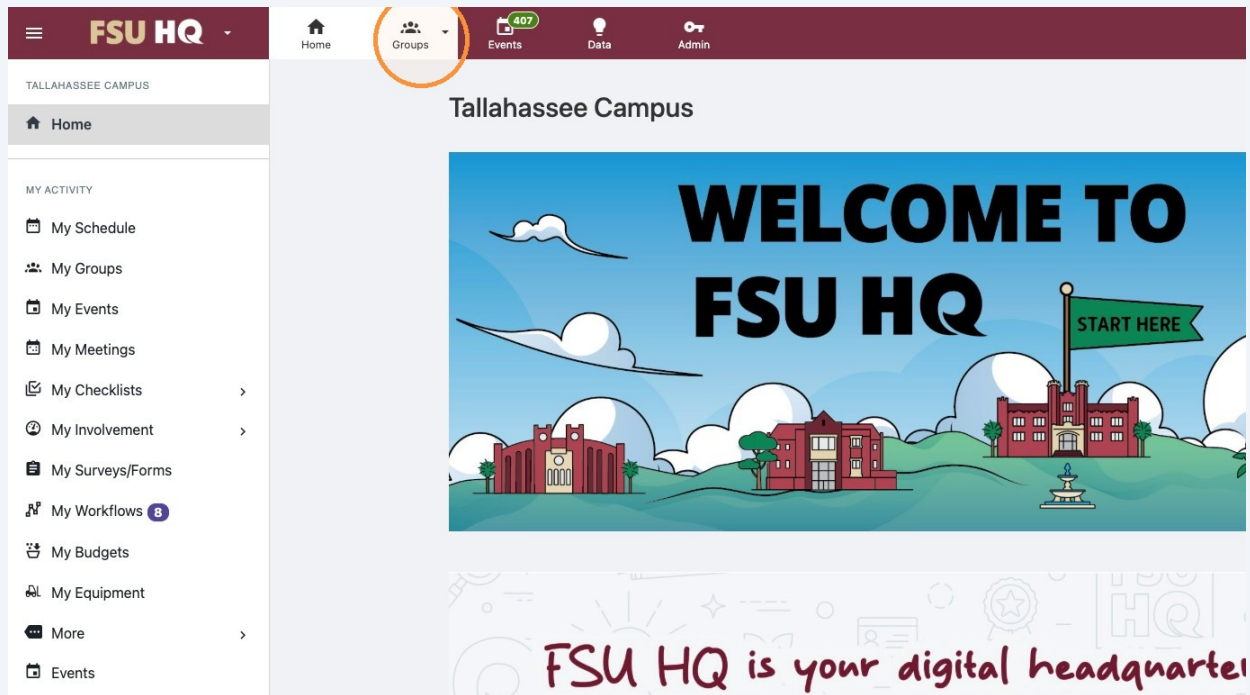


FSU HQ is your digital headquarters for getting invol

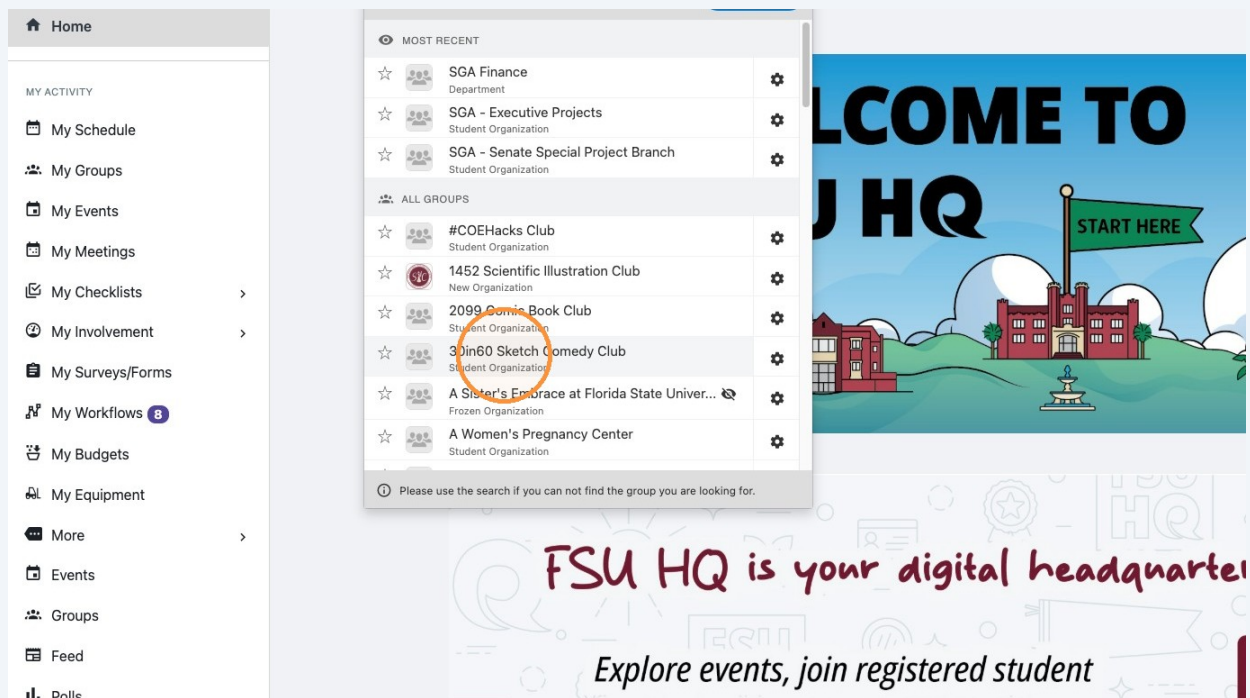
Explore events, join registered student organizations and showcase your FSU journey with custom badges.

Your FSU story starts here!

2 Click "Groups"



3 Search and select your RSO



4 From the Group Dashboard, click "Money."

The screenshot shows the FSU HQ Group Dashboard for the 30in60 Sketch Comedy Club. The top navigation bar includes Home, 30in60 Sketch Comedy Club, Events (406), Data, and Admin. The left sidebar lists various tools like Dashboard, Activity, Settings, Members, Emails, Events, Surveys & Forms, Member Success, Website, and More Tools. The main content area displays several cards: Budget, Money (circled in orange), Members, Emails, and Events. The Money card is titled "Manage your membership and event revenues." and has a "View" button. The Members card shows "9 Current" members. The Emails card shows "0 Sent". The Events card shows "0 Created".

5 Click "Budgeting"

The screenshot shows the FSU HQ Group Dashboard with the 'Money' menu expanded. The 'Budgeting' option is circled in orange. The main content area displays a table with columns: #, Bought by, Group Name, Item Name, and Reference. The table is currently empty, and a message "No result found" is displayed.

6

Click this dropdown and select the appropriate fund. "RSODF 2026" is the Development Fund. "RSOAC 2026" is the Allocation Committee Fund.

FSU HQ

Home 30in60 Sket... Events (406) Data Admin

GROUP SECTION

- Dashboard >
- Members >
- Emails >
- Notifications
- Events >
- Surveys & Forms >
- Member Success >
- Website >
- Money >**
 - Accounting Book
 - Budgeting**
 - Online Revenues
 - Stores
 - Download
- Files
- More Tools >

Budget - 30in60 Sketch Comedy Club

RSODF 2026 (Development Fund) ▼

Budget Submission, Approval & Payment **Payments**

Budget Admin reviews gives final sign-off. RSO can submit purchase requests against their approved al

Totals

\$0.00 Funds Needed	\$0.00 Requested	\$0.00 Approved
-------------------------------	----------------------------	---------------------------

30in60 Sketch Comedy Club

7

Click "Create Budget Request"

b

Admin Settings View All Groups **Create Budget Request**

Filter By 30in60 Sketch Comedy... Download Report

Payments **Budget Closed**

RSO can submit purchase requests against their approved allocation No budget requests, approvals, payments can be made anymore.

\$0.00 **\$0.00** **\$0.00**
Approved Payment Requests Payments Approved

8

Select the "Yearly RSO Funds" option, fill in the Title of your request, click Next and complete all areas of the Budget Request Form and submit. Once your Funding (Budget) Request is approved you will need to submit a Purchase Request.

Create/Edit a Budget Request (Step 1 / 2)

* Budget Request Type: Yearly RSO Funds

* Title:

Description:

Priority: - Select -

Documents: Upload

Close Next

Filter By: 30in60 Sketch Comedy...

Budget Closed

No budget requests, approvals, payments can be made

Requested	Approved	Payment Requests	\$0.00
			Payments Approved