

How to Submit a Purchase Request for Student Organizations

Scribe[®]

Learn how to navigate the FSU student organization portal to request payments for club expenditures. This guide outlines the necessary steps to initiate a purchasing request (PR) for your student group with approved and allocated RSODF or RSOAC funds.

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

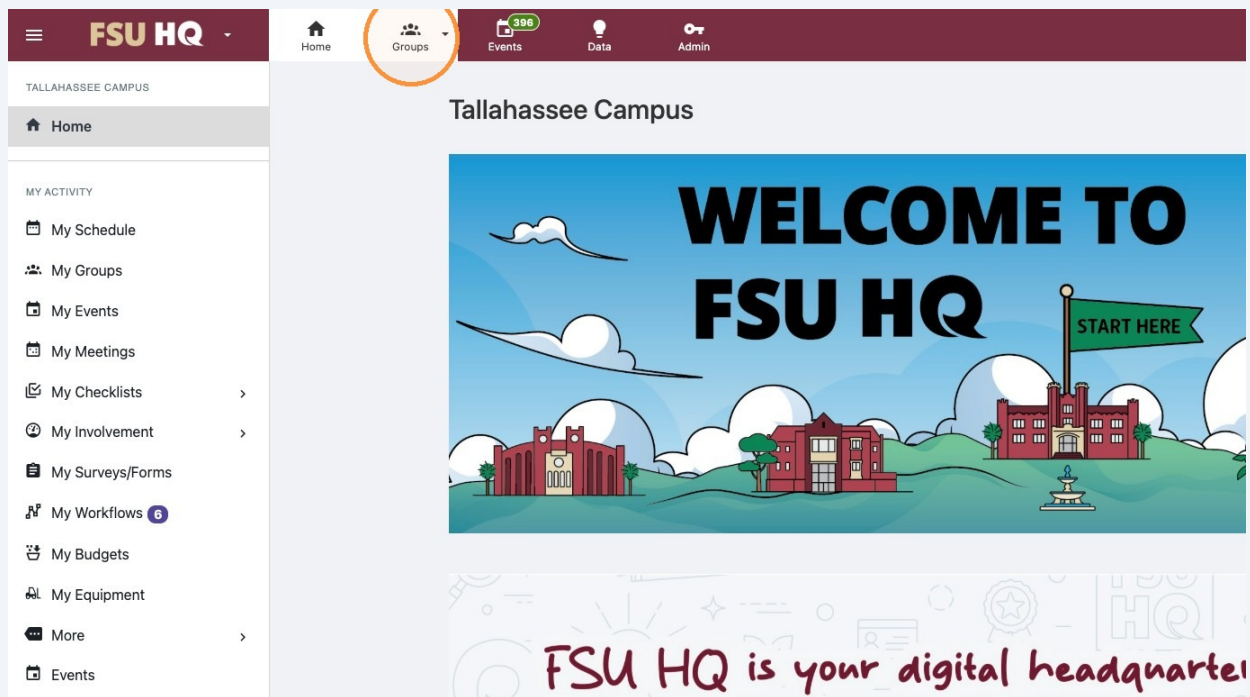


FSU HQ is your digital headquarters for getting invol

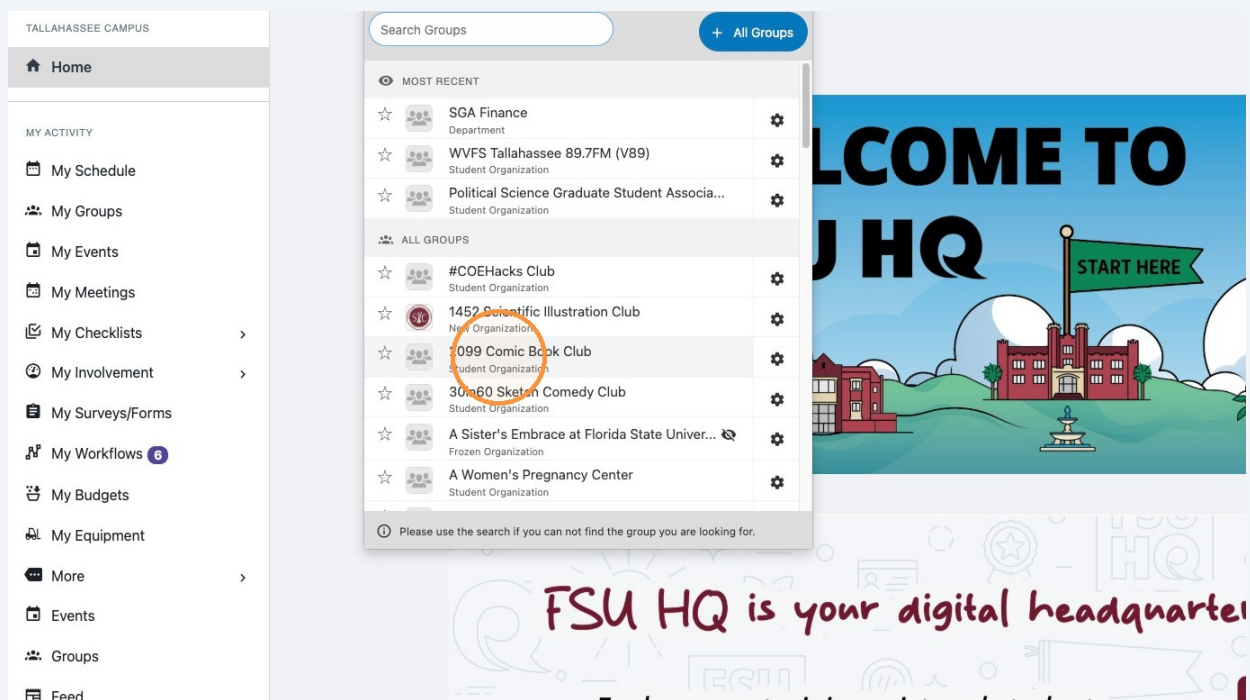
Explore events, join registered student organizations and showcase your FSU journey with custom badges.

Your FSU story starts here!

2 Click Groups



3 Search and select your RSO.



4 From the Group Dashboard, click "Money" or "Budget".

The screenshot shows the FSU HQ Group Dashboard for the 2099 Comic Book Club. The left sidebar contains a 'GROUP SECTION' menu with options: Dashboard, Activity, Settings, Officers (6), Group Page, Reports, Members, Emails, Notifications, Events (1), Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled '2099 Comic Book Club' and features a 'Recently' section with three cards: Budget (Track your budget requests and payment requests), Money (Manage your membership and event revenues), and Events (All your events, registrations, sales and attendance). Below this is a 'More' section with three cards: Members (List of members, membership status, stats and settings), Emails (Send emails, create templates, view stats), and Group Page (Communicate and make resources available to your members). The 'Budget' card is highlighted with an orange circle.

5 Click "Budgeting"

The screenshot shows the FSU HQ Budgeting page. The left sidebar contains a 'Money' menu with options: Accounting Books, Budgeting, Online Revenues, Stores, and Download. The 'Budgeting' option is highlighted with an orange circle. The main content area is titled '2099 Comic Book Club' and features a 'Budget Submission, Approval & Payment' section with a progress bar. Below this is a 'Totals' section showing the following data:

Totals	
\$300.00	\$300.00
Funds Needed	Requested
	Approved

The '2099 Comic Book Club' section shows a table with the following data:

#ID	REQUEST	BUDGET ITEMS			APPROVAL
141	nklmk APPROVAL FORM IN DRAFT Event Funds Priority - High	Name	Total Funds Needed	Financed By Group	Requested
	nklmknk	Total	\$0.00	\$0.00	\$0.00
	Submitted By Shea Gainsburg Sep 13, 2026 11:11 AM				0.00
	Form				

6 Click "Request Payment" to start the Purchase Request from the approved funds.

APPROVAL					PAYMENTS - Approve Requests				
Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID Create Date	Total Payment Requested	From Approved	Remaining Balance	
\$0.00	\$0.00	\$0.00	0.00	☐ Done	Total	\$0.00	\$0.00	\$0.00	\$0.00
300.00	0.00	300.00	300.00		#8132 Aug 31, 2026	-103.03	-103.03	196.97	
					Request Payment				
\$300.00	\$0.00	\$300.00	300.00	☒ Done	Total	-\$103.03	-\$103.03	\$0.00	\$196.97

7 Select the "Purchasing/Spending" option.

Payment/Budget Request

Supplies

Budgeted: \$300 > Requested: \$300 > Allocated: \$300
Remaining: \$196.97

DETAILS

* Transaction Type

Purchasing/Spending

* Description

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

Expense

* From Allocated

\$ 196.97

Numbers only

ADDITIONAL INFORMATION

Receipts

Payee / Vendor

Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

8

Click the "* Description" field and add the description for your Purchase Request (PR).

Payment/Budget Request

Supplies
 Budgeted: \$300 > Requested: \$300 > Allocated: \$300
 Remaining: \$196.97

DETAILS

* Transaction Type: Purchasing/Spending

* Description: (highlighted with an orange circle)
 Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense: Expense

* From Allocated: \$ 196.97
 Numbers only

ADDITIONAL INFORMATION

Receipts:

Payee / Vendor:
 Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

9

Click the "* From Allocated" field and enter the amount of your purchase request.

Payment/Budget Request

Supplies
 Budgeted: \$300 > Requested: \$300 > Allocated: \$300
 Remaining: \$196.97

DETAILS

* Transaction Type: Purchasing/Spending

* Description:

AMOUNT

Revenue/Expense: Expense

* From Allocated: \$ 196.97 (highlighted with an orange circle)
 Numbers only

ADDITIONAL INFORMATION

Receipts:

Payee / Vendor:
 Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes:

10 Click "Next"

Expense
Expense
\$ 196.97
Numbers only

Receipts
Upload
Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)
Notes

Close
Next

Date	Total Payment Requested	From Approved	Remaining Balance
	\$0.00	\$0.00	\$0.00
2/1, 2026	-103.03	-103.03	196.97
	-103.03	-103.03	\$0.00

11 Search and select your RSO.

SGA/COGS Travel & Purchase Request Form DRAFT
Edit
Copy Link
Manage

Request
For purchase requests, remember DO NOT pay for anything with a personal credit/debit card. Pre-approval, purchase requests, and Purchase Orders are required. Moreover, RSOs cannot reserve or receive any goods or services from a vendor before receiving a Purchase Order email from SGA accounting or prior pcard approval. All orders must be delivered to a campus address. They cannot be shipped or delivered to a personal address.

Organization *
2099 Comic Book Club
Is this for a Purchase or for Travel? *
Purchase Request
Travel Request
Second Authorized Signer *
Upload file
The second authorized signer is not the person submitting the purchase request. This officer is listed on the "SGA Statement of Understanding Authorized Signer Form" for your RSO in FSU HQ.
Document: 2ndAuthorizedSignerForm1920
Save Form as Draft
Next »

Date	Total Payment Requested	From Approved	Remaining Balance
	\$0.00	\$0.00	\$0.00
2/1, 2026	-103.03	-103.03	196.97
	-103.03	-103.03	\$0.00

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Click the "Purchase Request" field if this is a purchase. Click Next to complete and submit the form.

Totals
\$300.00
Funds Needed

2099 Comic Book Club

#ID	REQUEST
141	nklnk APPROVAL FORM IN DRAFT Event Funds Priority - High nklnmknk Submitted By Shea Gainsburg Sep 13, 2026 11:11 AM Form RSO Development Fund Request Form (dra
32	FSU 2099 Comic Book Club RSODF Request Yearly RSO Funds Priority - Medium The Comic Book Club gathers to appreciate mainstream comic publishers like DC and also discover and gain a deeper understanding of indie Comics, as well as independent creators not limited to screenings, debates, discussions, or simply sharing interesting reads. We also hope to take a deep dive into the process of making comics, and all the people involved, along with its history. Above

SGA/COGS Travel & Purchase Request Form DRAFT [Edit] [Copy Link] [Manage]

Request
For purchase requests, remember **DO NOT** pay for anything with a personal credit/debit card. Pre-approval, purchase requests, and Purchase Orders are required. Moreover, RSOs cannot reserve or receive any goods or services from a vendor before receiving a Purchase Order email from SGA accounting or prior pcard approval. All orders must be delivered to a campus address. They cannot be shipped or delivered to a personal address.

Organization * 2099 Comic Book Club

Is this for a Purchase or for Travel? *
☒ Purchase Request
☐ Travel Request

Second Authorized Signer * [Upload file]
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 Document: 2ndAuthorizedSignerForm1920

Save Form as Draft [Next »]

	Total	\$300.00	\$0.00	\$300.00	300.00	Done	Total

13

Or click the "Travel Request" field for a travel reimbursement request. Click Next to complete and submit the form.

Totals
\$300.00
Funds Needed

2099 Comic Book Club

#ID	REQUEST
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SGA/COGS Travel & Purchase Request Form DRAFT [Edit] [Copy Link] [Manage]

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 Document: 2ndAuthorizedSignerForm1920

Save Form as Draft [Next »]

	Total	\$300.00	\$0.00	\$300.00	300.00	Done	Total

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Once the Purchase Request (PR) form has been submitted, the assigned number is the PR number.

Website

Money

Accounting Book

Budgeting

Online Revenues

Stores

Download

Files

More Tools

SGA/COGS Budget Bill Expense 26-27		\$0.00	
RSOAC 2026 (Allocation Committee)		\$0.00	
RSODF 2026 (Development Fund)		\$300.00	
Total		\$300.00	

Transactions (2)

Search Transactions

- Source -

- Transaction Type -

- Item Category -

- Paymer

0 items on this page are selected.

#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method
1	Comic Books - #8132 Aug 31, 2026	Shea Gainsburg 2099 Comic Book Club	RSODF 2026 (Development Fund)	Fallout Comics	-	Payment into Online Payr
2	Allocation - #19 Jun 30, 2026	Felicia Williams 2099 Comic Book Club	RSODF 2026 (Development Fund)	-	Allocation	Payment into Online Payr