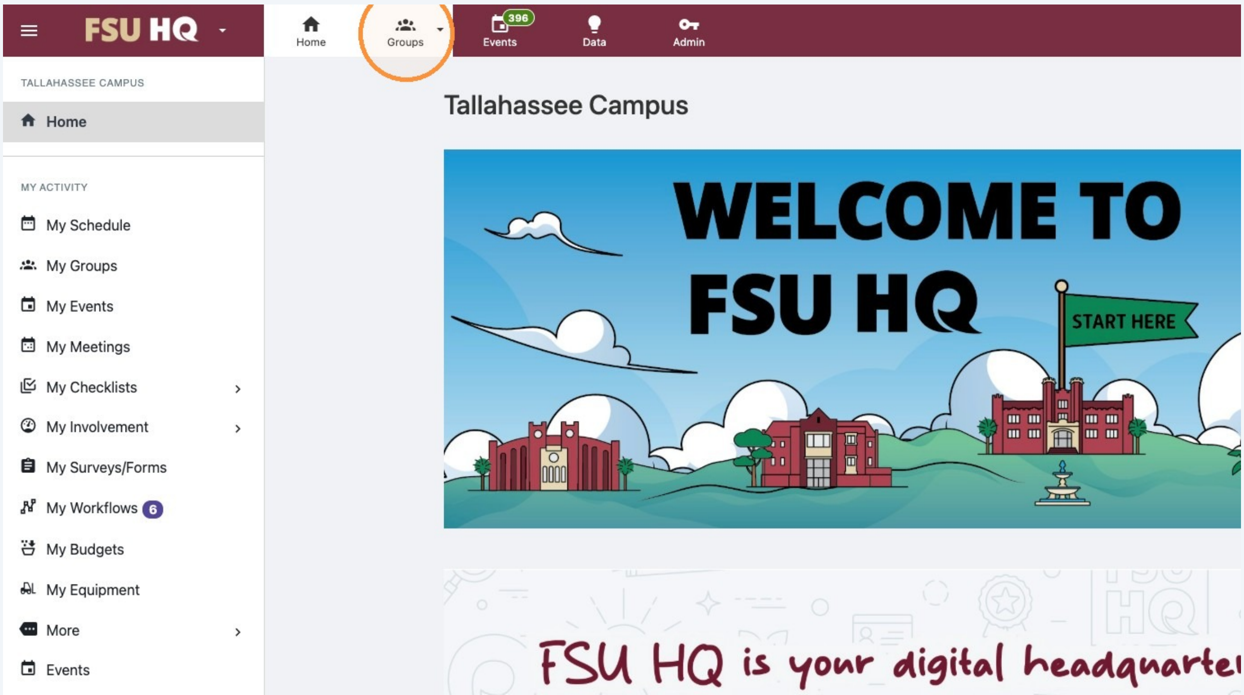
How to Submit a Purchase Request for Student Organizations

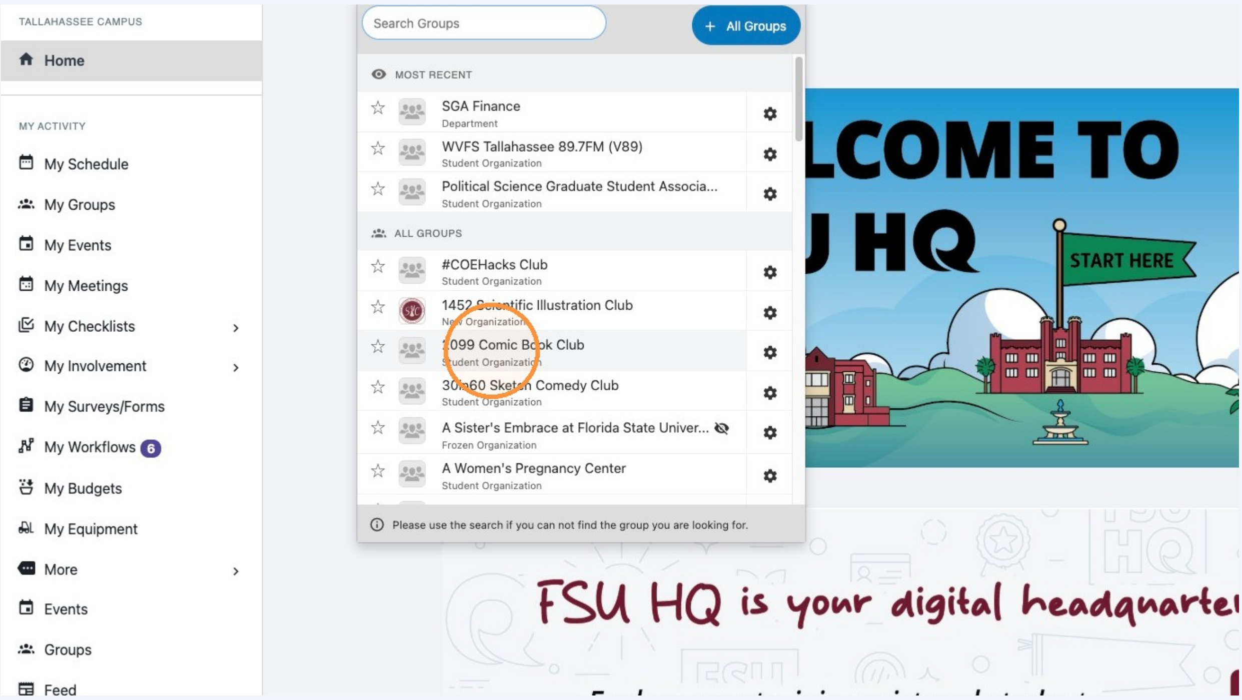
Learn how to navigate the FSU student organization portal to request payments for club expenditures. This guide outlines the necessary steps to initiate a purchasing request (PR) for your student group with approved and allocated RSODF or RSOAC funds.

1 Navigate to https://hq.fsu.edu

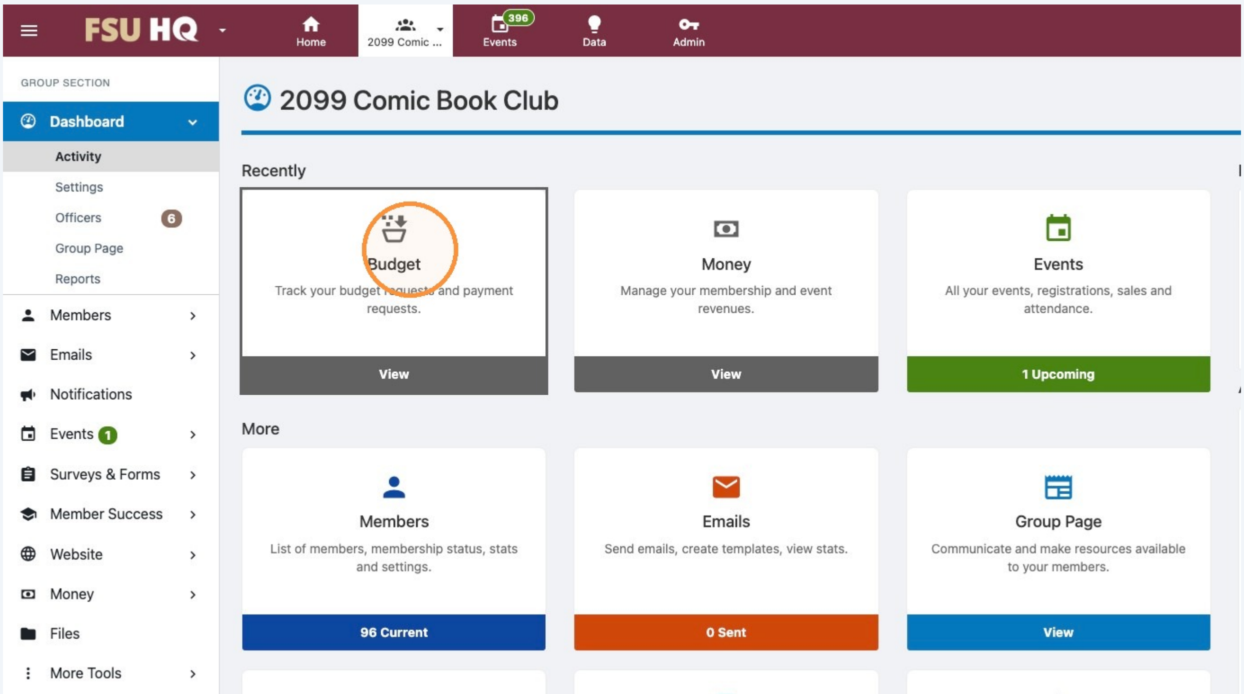
2 Click Groups



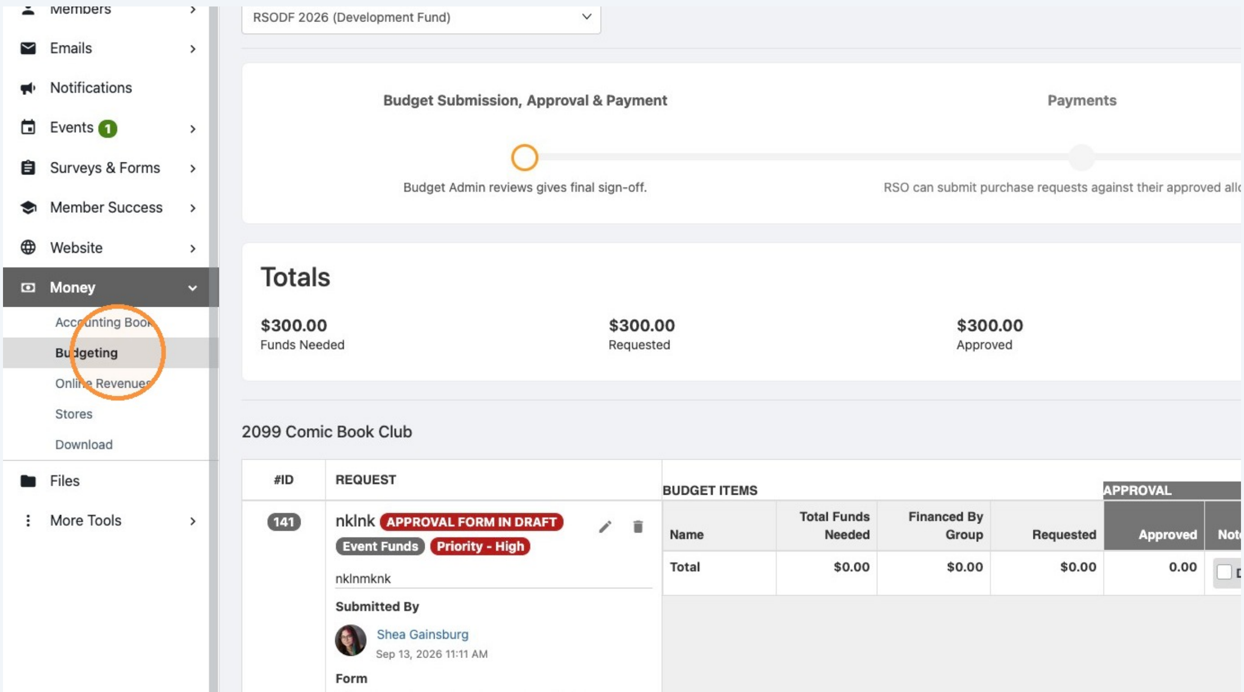
3 Search and select your RSO.



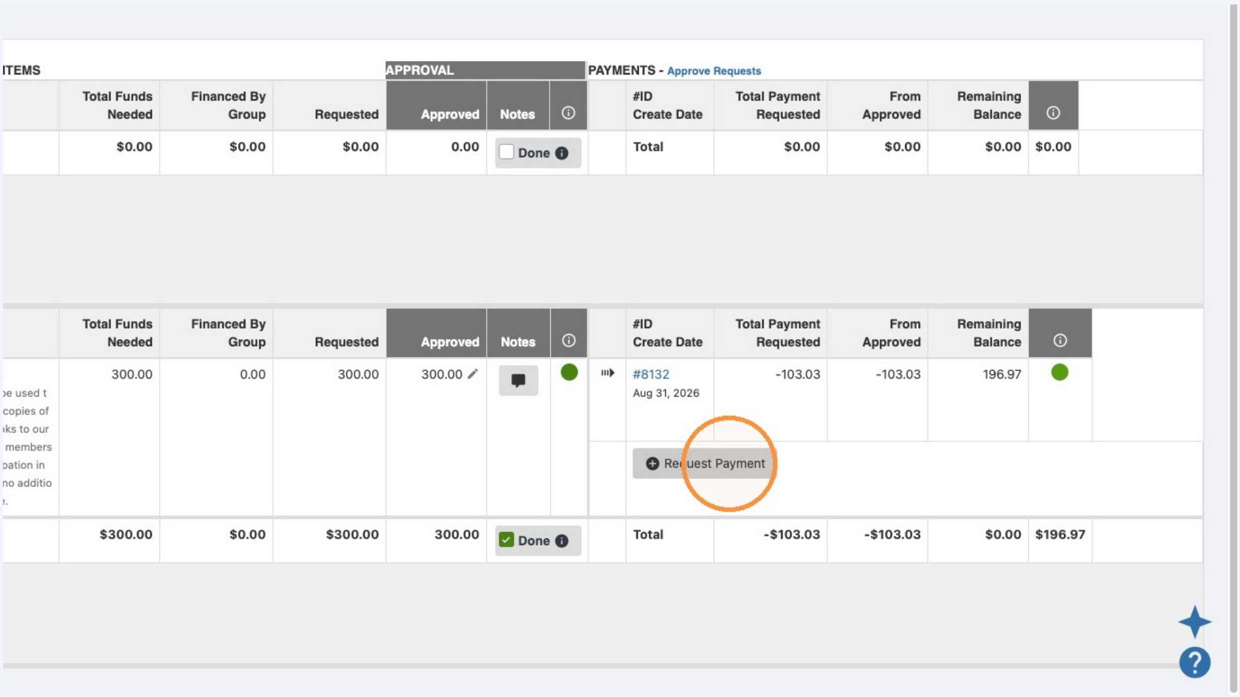
4 From the Group Dashboard, click "Money" or "Budget".



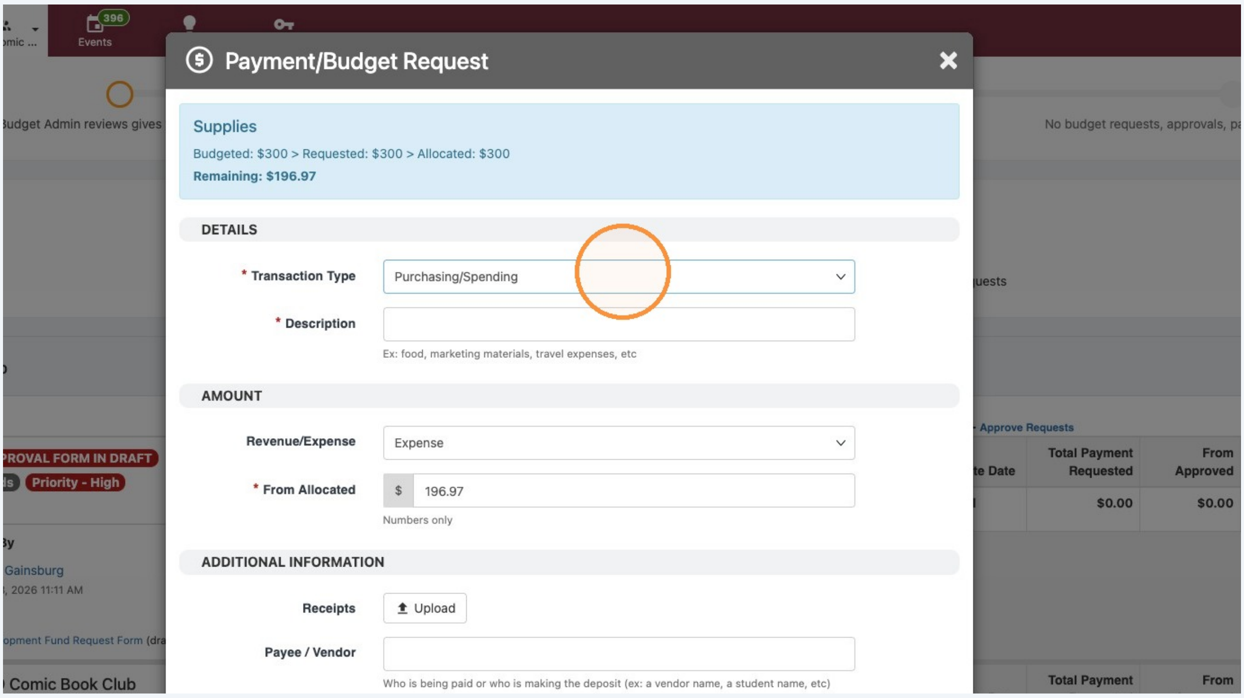
5 Click "Budgeting"



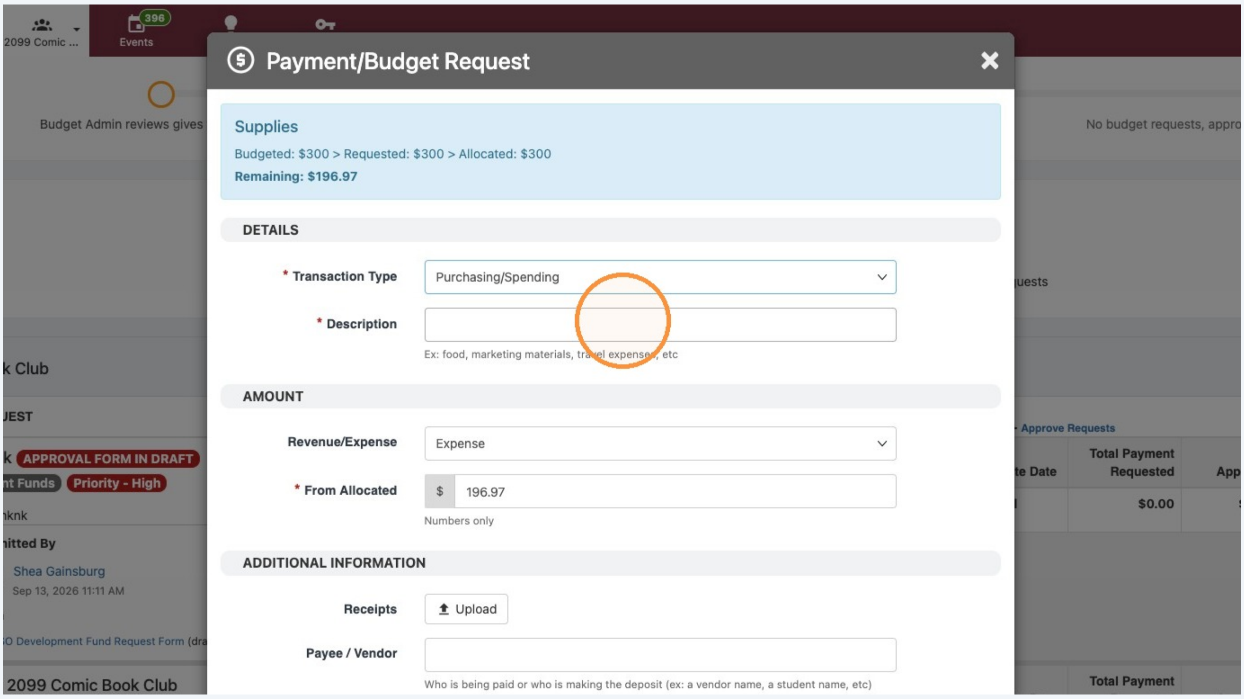
6 Click "Request Payment" to start the Purchase Request from the approved funds.



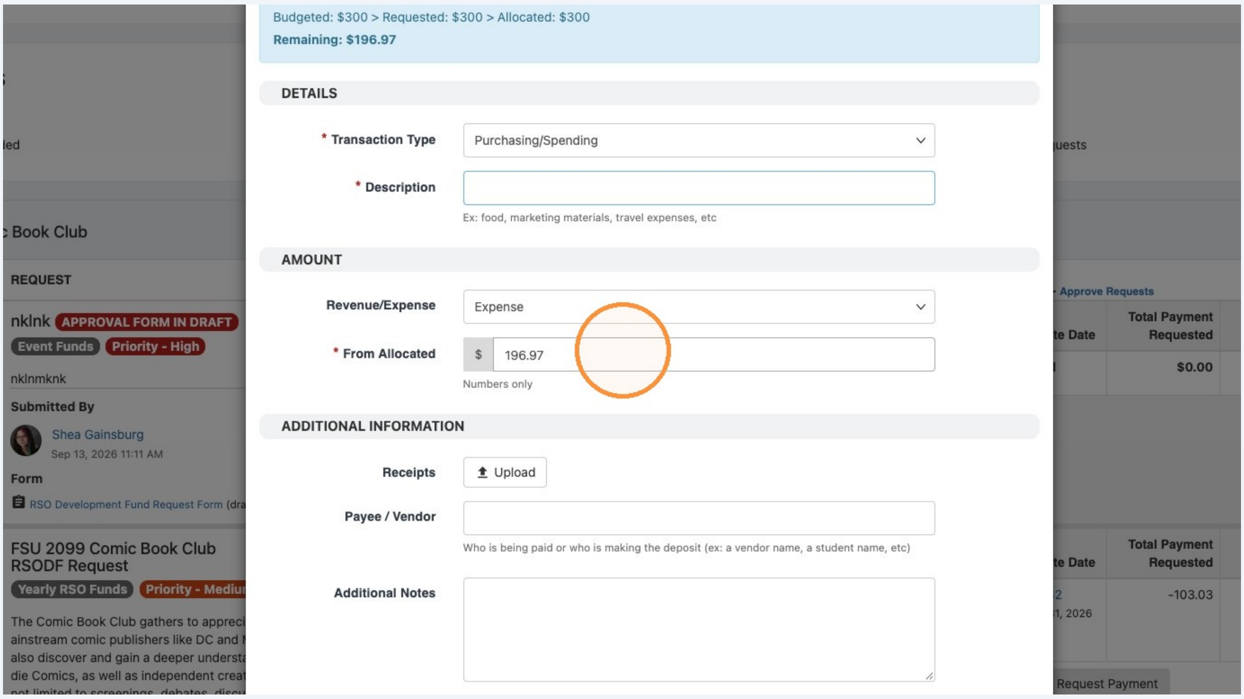
7 Select the "Purchasing/Spending" option.



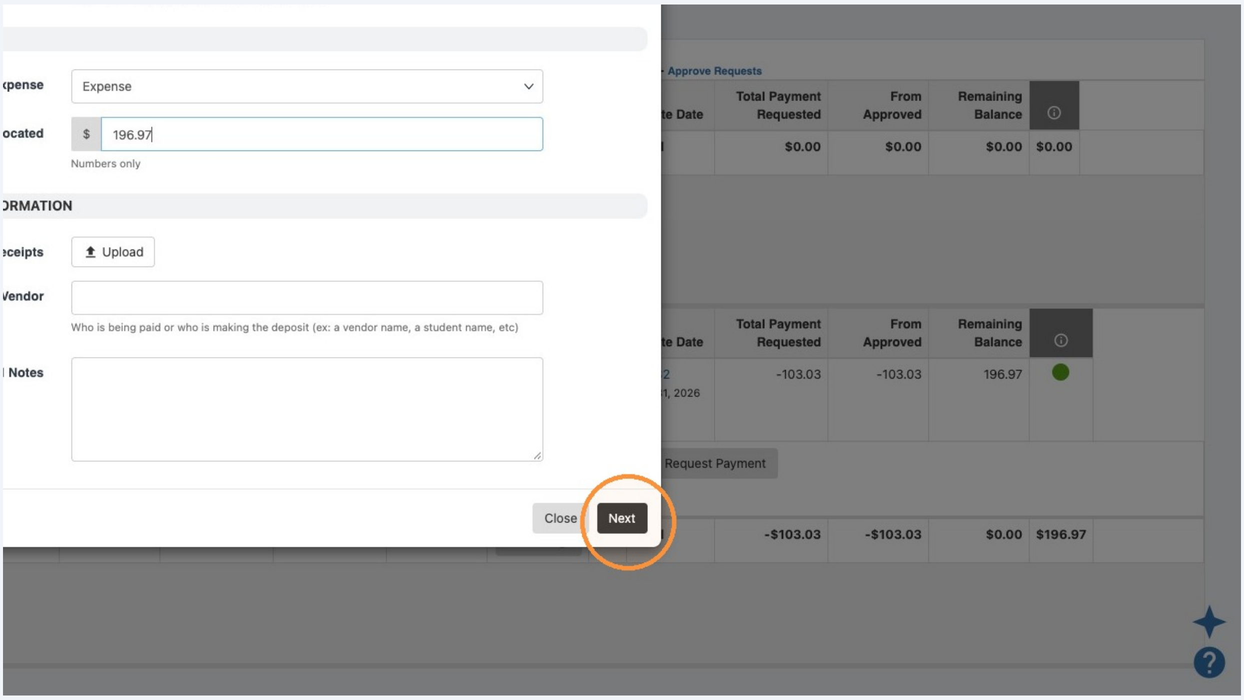
8 Click the "* Description" field and add the description for your Purchase Request (PR).



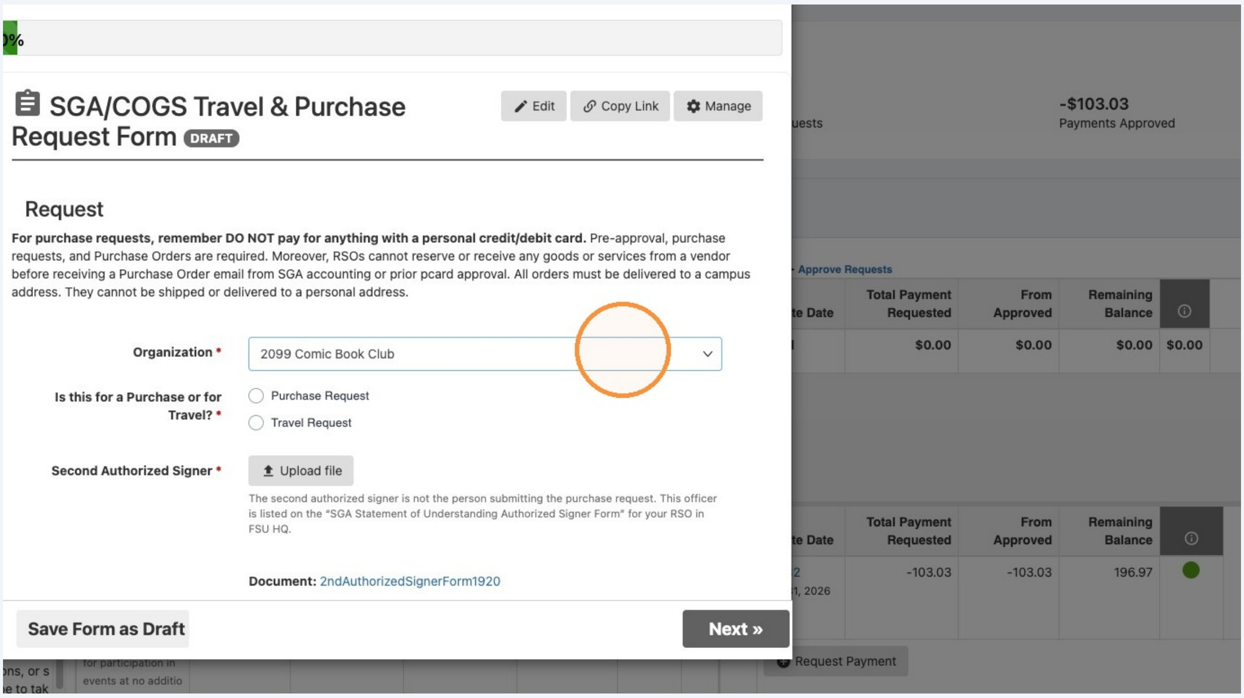
9 Click the "* From Allocated" field and enter the amount of your purchase request.



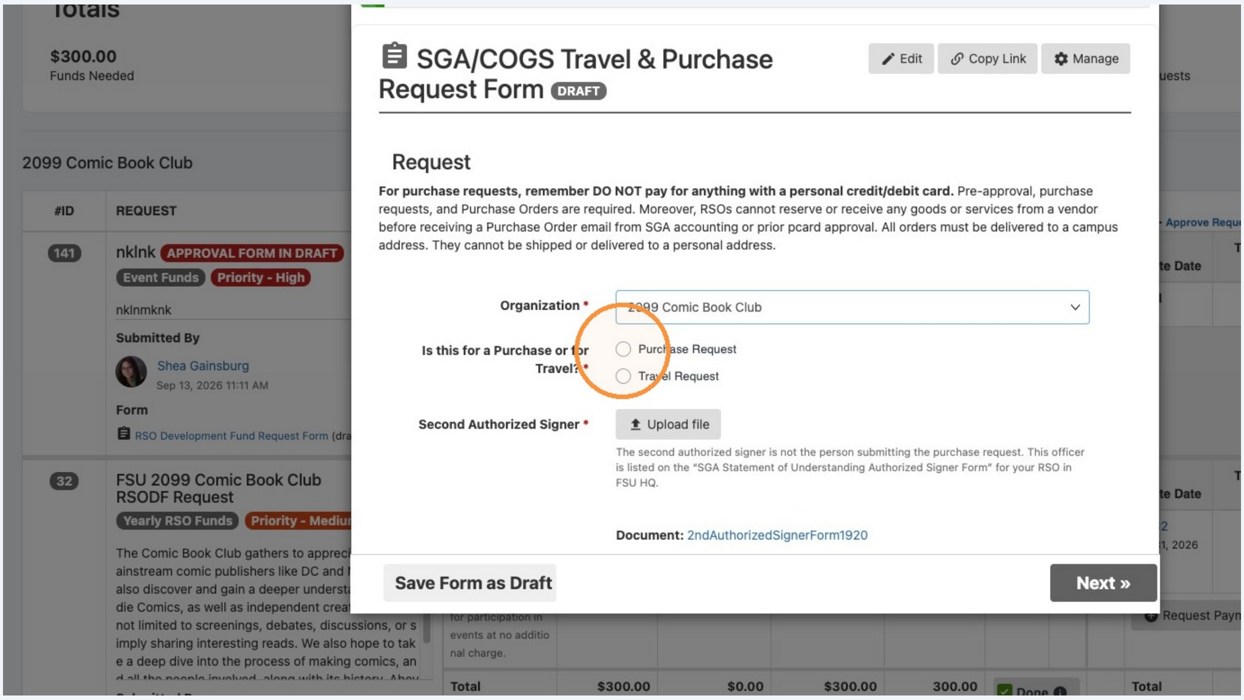
10 Click "Next"



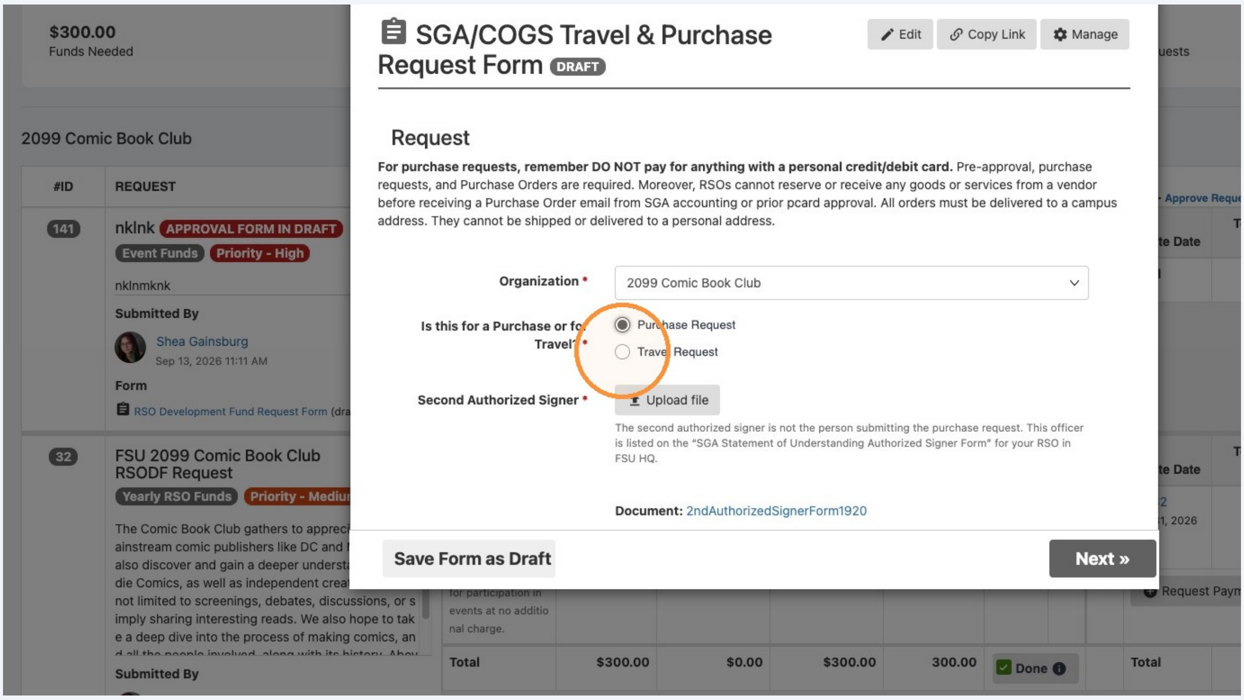
11 Search and select your RSO.



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



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



14 Once the Purchase Request form has been submitted, the four-digit assigned number is the PR number.