

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>

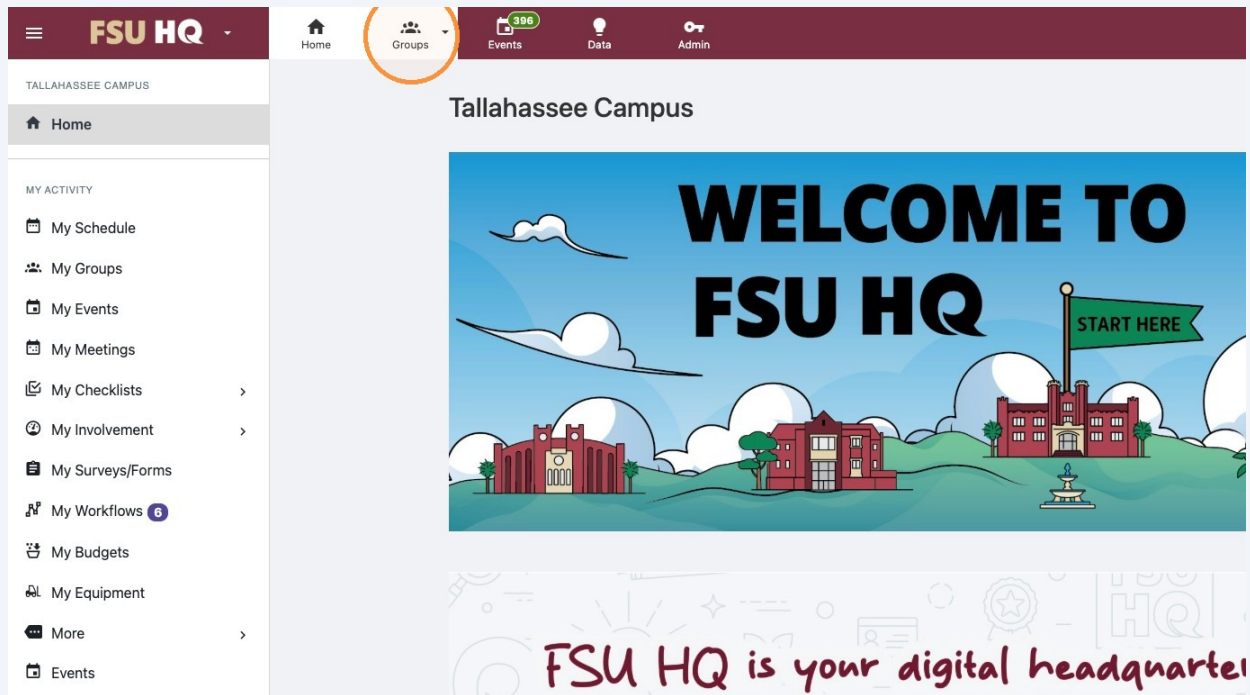


FSU HQ is your digital headquarters for getting invol

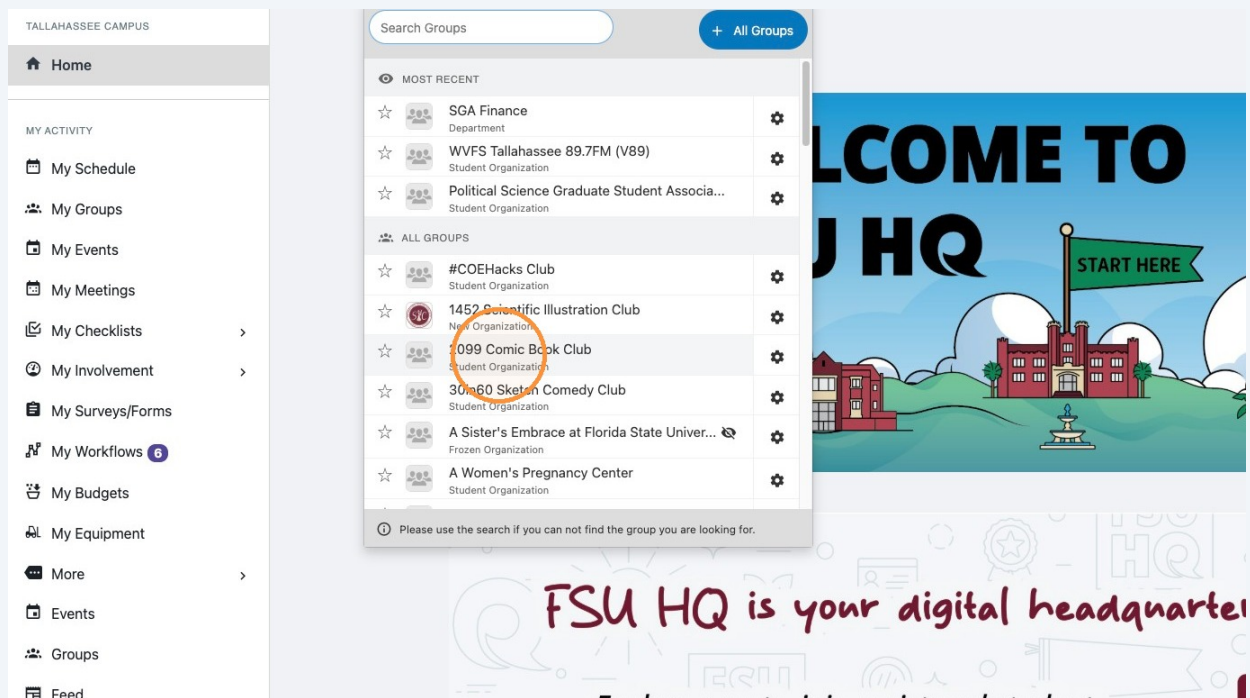
Explore events, join registered student organizations and showcase your FSU journey with custom badges.

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 dashboard is divided into several sections. On the left is a sidebar with navigation options: Dashboard, Activity, Settings, Officers, Group Page, Reports, Members, Emails, Notifications, Events, Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled '2099 Comic Book Club' and contains a 'Recently' section with three cards: Budget (circled in orange), Money, and Events. Below this is a 'More' section with three cards: Members, Emails, and Group Page. The Budget card has a 'View' button. The Money card has a 'View' button. The Events card has a '1 Upcoming' button. The Members card shows '96 Current' members. The Emails card shows '0 Sent' emails. The Group Page card has a 'View' button.

5 Click "Budgeting"

The screenshot shows the FSU HQ Budgeting page. The page is divided into several sections. On the left is a sidebar with navigation options: Members, Emails, Notifications, Events, Surveys & Forms, Member Success, Website, Money, Accounting Book, Budgeting (circled in orange), Online Revenue, Stores, Download, Files, and More Tools. The main content area is titled '2099 Comic Book Club' and contains a 'Budget Submission, Approval & Payment' section with a progress bar. Below this is a 'Totals' section with three columns: Funds Needed (\$300.00), Requested (\$300.00), and Approved (\$300.00). At the bottom is a table with columns: #ID, REQUEST, BUDGET ITEMS, and APPROVAL. The table contains one row with ID 141, REQUEST 'nkink', and BUDGET ITEMS 'Event Funds' and 'Priority - High'. The REQUEST column also contains 'APPROVAL FORM IN DRAFT' and 'Submitted By' information.

#ID	REQUEST	BUDGET ITEMS	APPROVAL												
141	nkink APPROVAL FORM IN DRAFT Event Funds Priority - High nklnmknk Submitted By Shea Gainsburg Sep 13, 2026 11:11 AM Form	<table border="1"><thead><tr><th>Name</th><th>Total Funds Needed</th><th>Financed By Group</th><th>Requested</th><th>Approved</th><th>Not</th></tr></thead><tbody><tr><td>Total</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>0.00</td><td></td></tr></tbody></table>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Not	Total	\$0.00	\$0.00	\$0.00	0.00		
Name	Total Funds Needed	Financed By Group	Requested	Approved	Not										
Total	\$0.00	\$0.00	\$0.00	0.00											

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

ITEMS

			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
	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested	From Approved	Remaining Balance	
e used t copies of iks to our members pation in no additio t.	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

Upload

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

\$

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

Approve Requests

Request Date	Total Payment Requested	From Approved	Remaining Balance	
	\$0.00	\$0.00	\$0.00	\$0.00

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

Request Payment

-103.03	-103.03	\$0.00	\$196.97
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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 >

- \$103.03

Payments Approved

Approve Requests

Date	Total Payment Requested	From Approved	Remaining Balance	
	\$0.00	\$0.00	\$0.00	\$0.00

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

Request Payment

12

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]

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Organization * 2099 Comic Book Club

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☒ Purchase Request
☐ Travel Request

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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

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☐ Purchase Request
☒ Travel Request

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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 form has been submitted, the four-digit 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