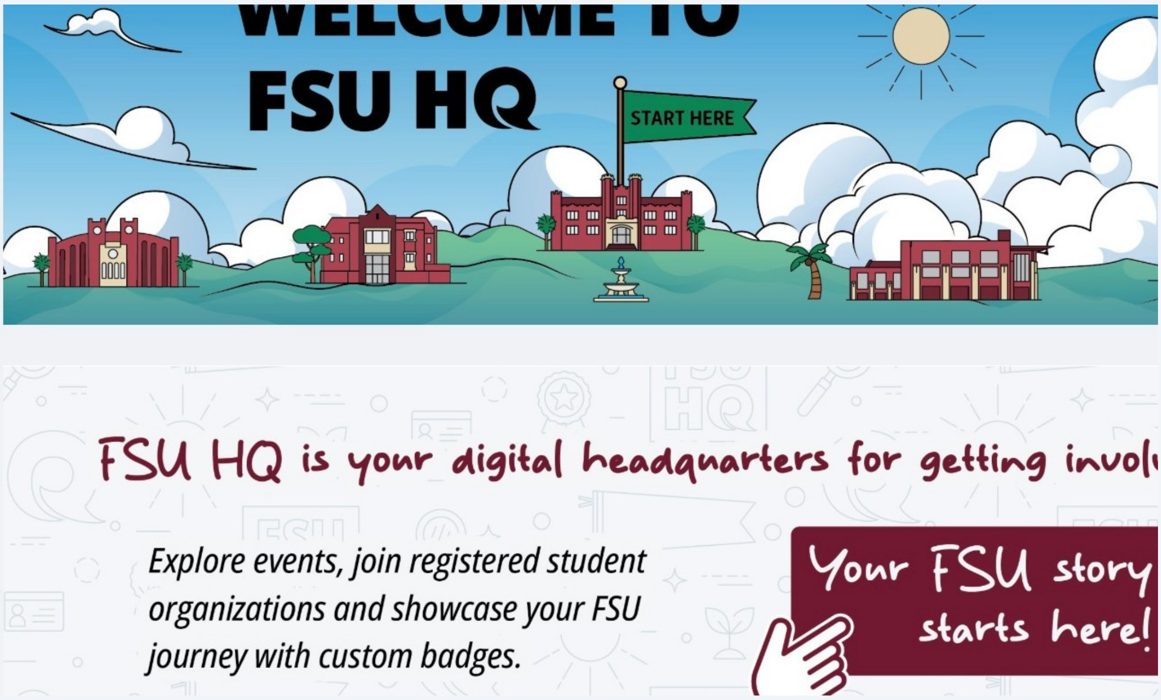
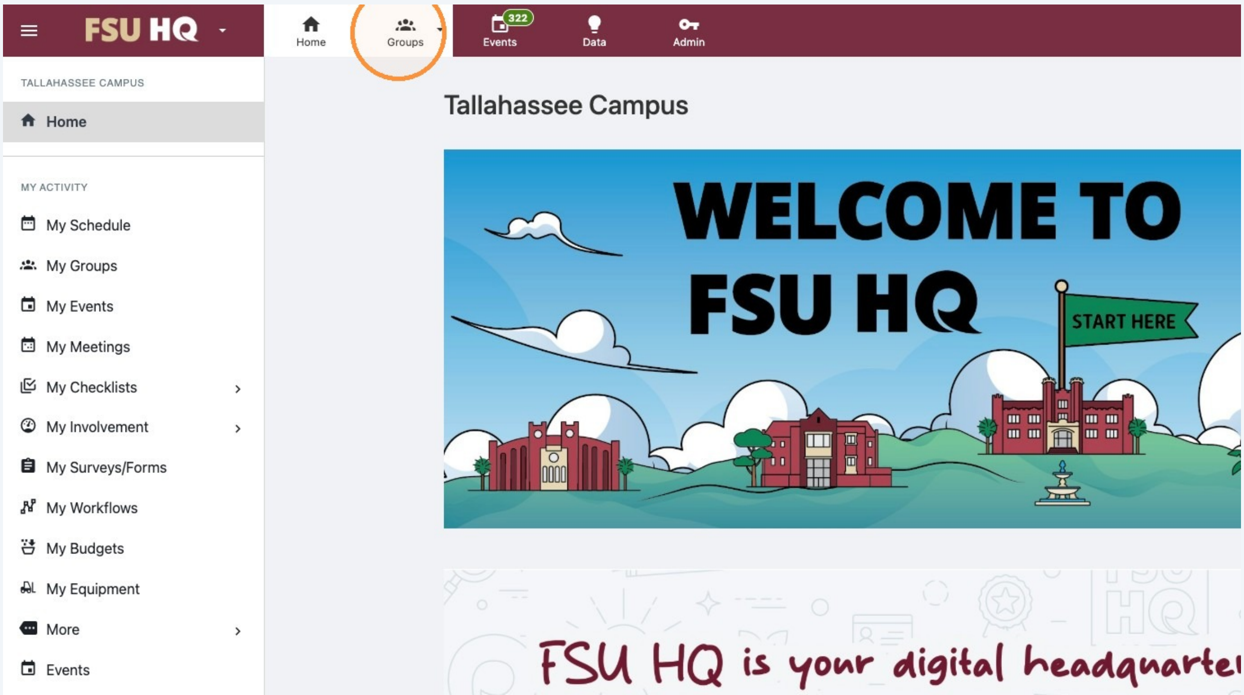
Submitting a Purchase Request for Budgeted RSOs

This guide provides step-by-step instructions for navigating FSUHQ to submit a purchase request. Follow these directions to accurately process your purchase request under the correct SGA and COGS budget categories.

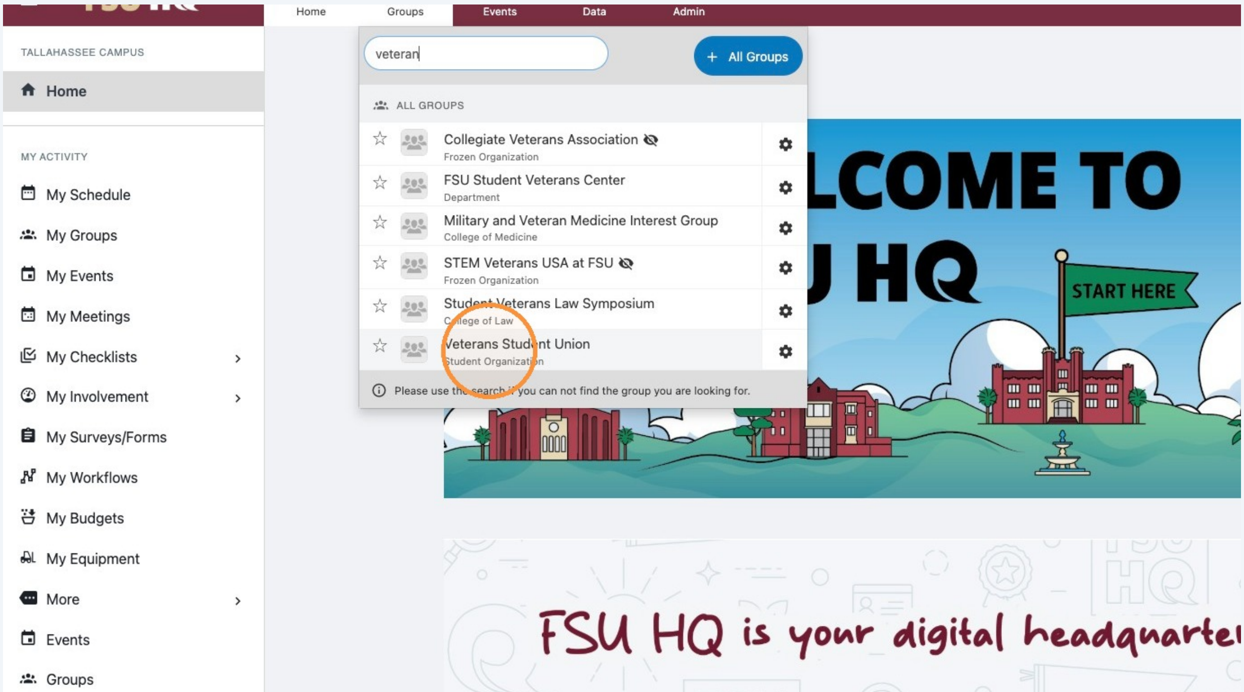
1 Navigate to https://hq.fsu.edu/



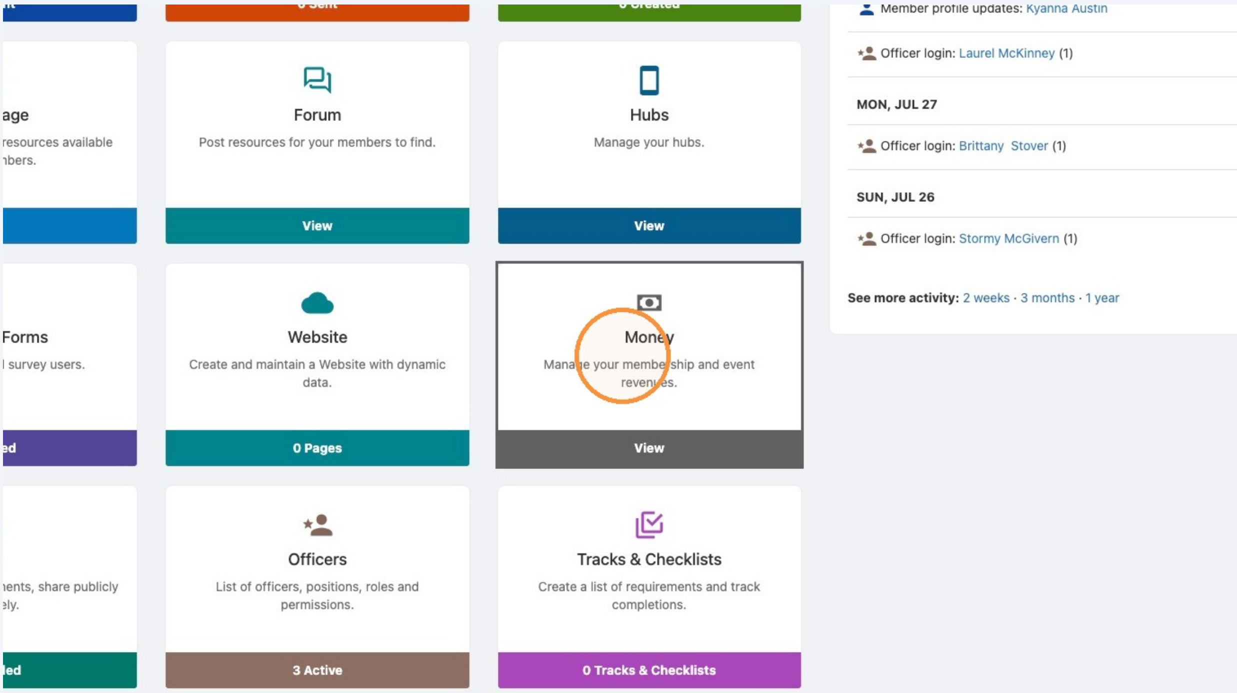
2 Click Groups



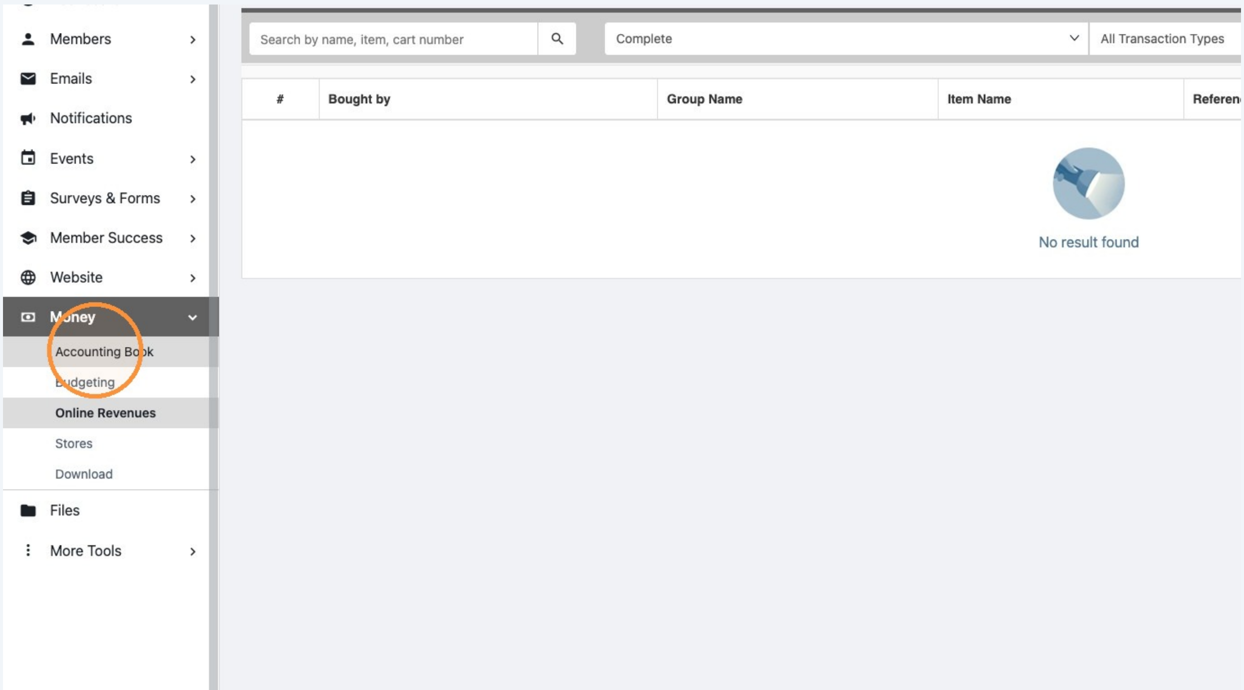
3 Search and select your RSO



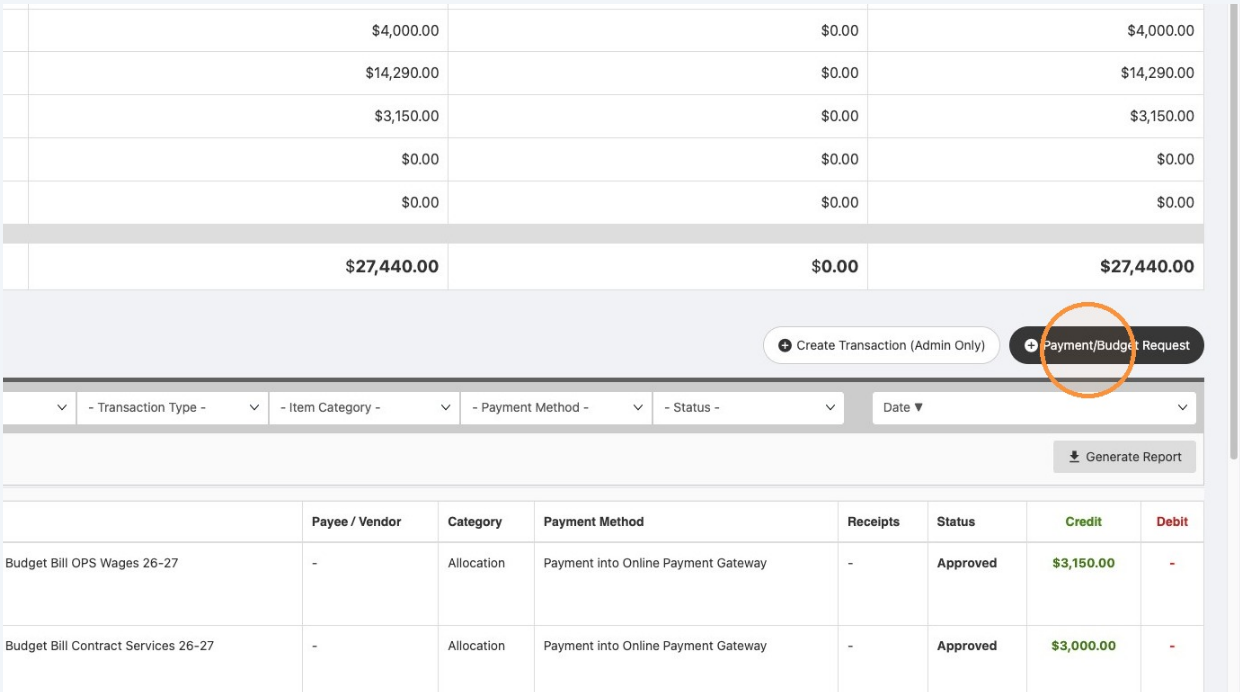
4 From the Group Dashboard, click **Money or Accounting Book**



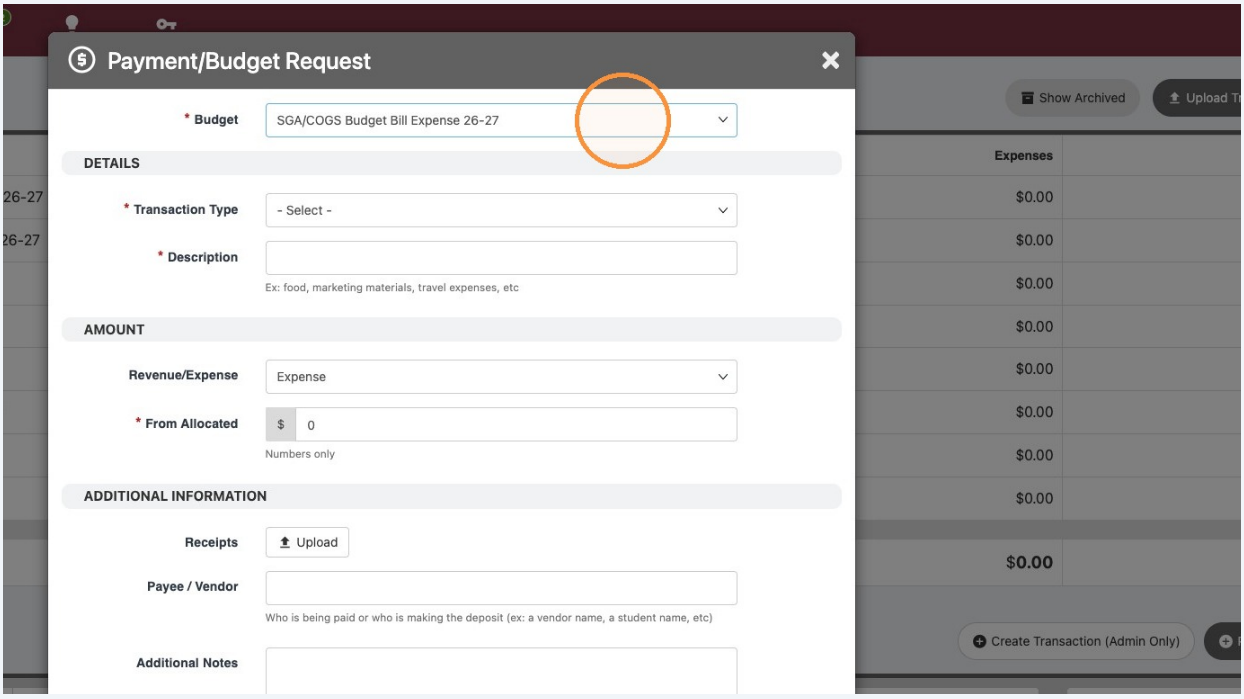
5 Click "Accounting Book"



6 Click "Payment/Budget Request"



7 Select the Select the appropriate option.



8

Select the "Purchasing/Spending" option. Complete all areas of the Purchase Request Form and submit.

"From Allocated" is the amount of the purchase request. The Additional Information fields are not required.