

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/>

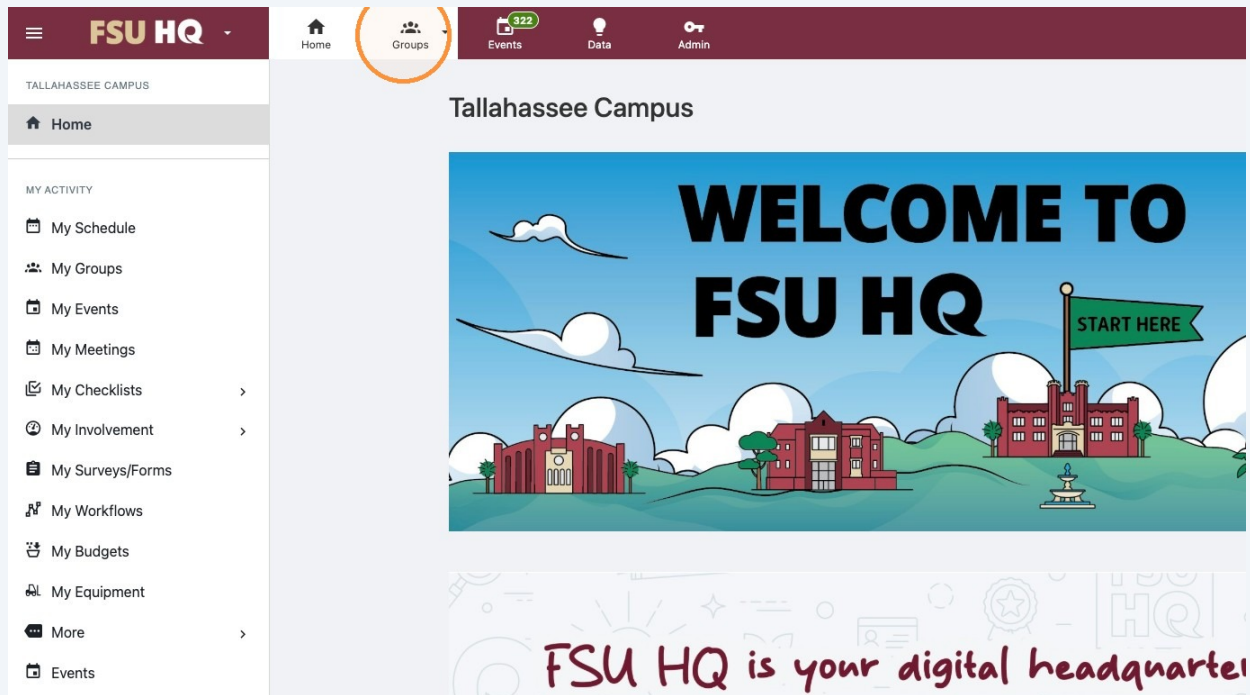


FSU HQ is your digital headquarters for getting invol

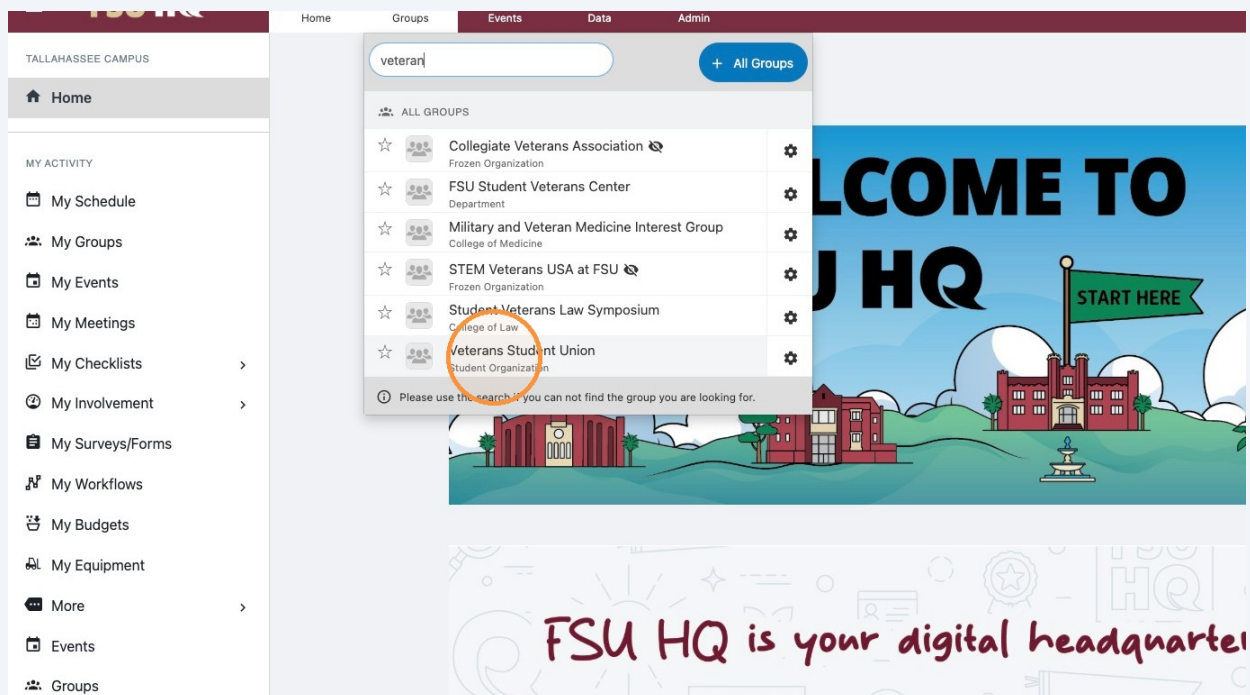
Explore events, join registered student organizations and showcase your FSU journey with custom badges.

Your FSU story starts here!

2 Click Groups



3 Search and select your RSO



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

The screenshot shows a dashboard with several tiles for group management:

- Forum**: Post resources for your members to find. (View)
- Hubs**: Manage your hubs. (View)
- Website**: Create and maintain a Website with dynamic data. (0 Pages)
- Money**: Manage your membership and event revenues. (View) - This tile is circled in orange.
- Officers**: List of officers, positions, roles and permissions. (3 Active)
- Tracks & Checklists**: Create a list of requirements and track completions. (0 Tracks & Checklists)

On the right side, there is a sidebar with member profile updates and activity logs:

- Member profile updates: Kyanna Austin
- Officer login: Laurel McKinney (1)
- MON, JUL 27**
- Officer login: Brittany Stover (1)
- SUN, JUL 26**
- Officer login: Stormy McGivern (1)
- See more activity: 2 weeks · 3 months · 1 year

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Click "Accounting Book"

The screenshot shows the 'Money' menu on the left side of the dashboard, with 'Accounting Book' highlighted. The main content area shows a search bar and 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.

#	Bought by	Group Name	Item Name	Reference
No result found				

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	\$4,000.00	\$0.00	\$4,000.00
	\$14,290.00	\$0.00	\$14,290.00
	\$3,150.00	\$0.00	\$3,150.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$27,440.00	\$0.00	\$27,440.00

+ Payment/Budget Request

▼ - Transaction Type - ▼
▼ - Item Category - ▼
▼ - Payment Method - ▼
▼ - Status - ▼
Date ▼ ▼

[Download Report](#)

	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
Budget Bill OPS Wages 26-27	-	Allocation	Payment into Online Payment Gateway	-	Approved	\$3,150.00	-
Budget Bill Contract Services 26-27	-	Allocation	Payment into Online Payment Gateway	-	Approved	\$3,000.00	-

7

\$

Payment/Budget Request

X

* BudgetSGA/COGS Budget Bill Expense 26-27

DETAILS

* Transaction Type- Select -

* Description
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/ExpenseExpense

* From Allocated\$ 0
Numbers only

ADDITIONAL INFORMATION

ReceiptsUpload

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

Additional Notes

Show Archived

Upload T

Expenses
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Create Transaction (Admin Only)

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.

322

Events

\$

Payment/Budget Request

X

* Budget

SGA/COGS Budget Bill Expense 26-27

DETAILS

* Transaction Type

Purchasing/Spending

* Description

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

Expense

* From Allocated

\$ 0

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)

Additional Notes