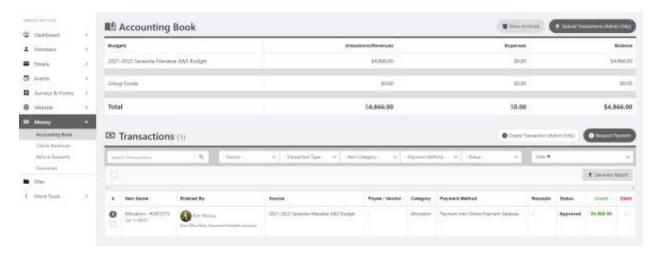


Student BullsConnect Instructions: Submit a Purchase Request

Use these instructions to submit a purchase request for your organization.

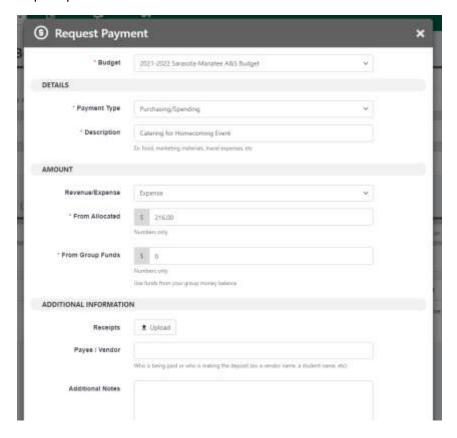
Step One: Go to your Accounting Book

Find your group under My Groups on the left navigation. This will take you to your student organization's dashboard. Find the "Accounting Book" Tile or click on Money > Accounting Book on the left navigation.



Step Two: Request Payment

There is a gray "Request Payment" button on the right in the Transactions section. Click on that to start the purchase request process.



Complete the information under Details and Amount sections.

Details

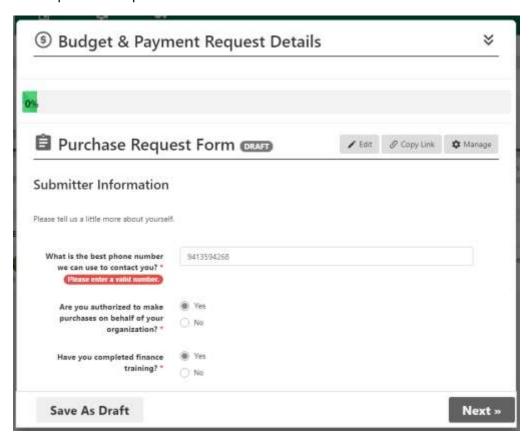
- Always select Purchasing/Spending as the Payment Type.
- The description should be a short description of the purchase. (i.e. Catering for Homecoming Event, Decorations for Appreciation Dinner, Club T-Shirts, Club Tablecloth)

Amount

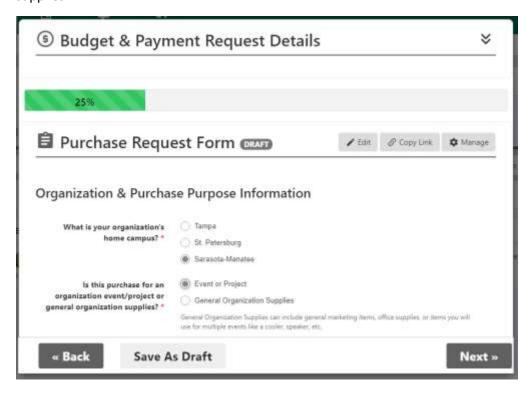
- Choose Expense. Student organizations do not make revenue that is deposited into the A&S accounts.
- Include the total of the purchase in the "From Allocated" section.
- Leave the "From Group Funds" blank. We do not use this feature.

Leave the Additional Information sections blank, you will provide this information later on. Click **NEXT** to move on to the next step.

Provide us with information about yourself as the submitter. All students must be authorized and trained in order to submit purchase requests.

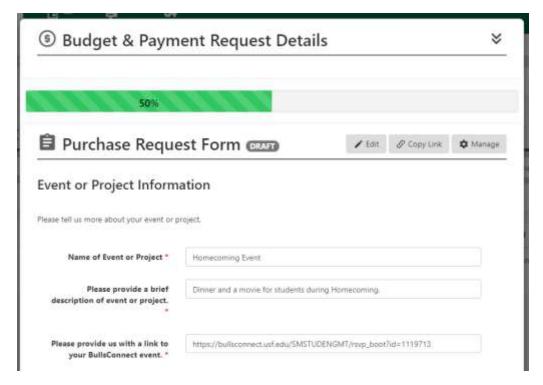


Choose your organization's home campus and let us know if the purchase is for an event/project or general organization supplies.

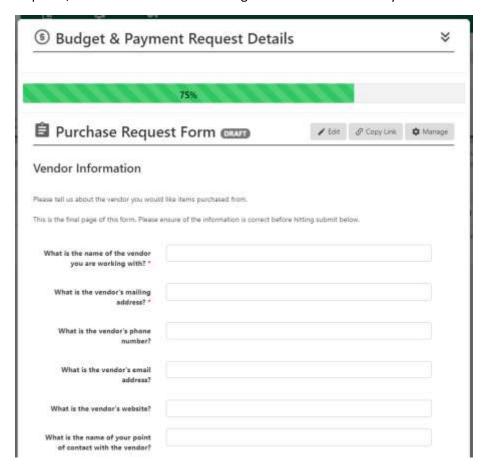


If your purchase is for an event, you will need to provide us with some information regarding your event. Answer all questions fully. You must submit your BullsConnect event link, so plan ahead and complete that first! To find the link for your event, go to your group's manage page, click on Events, and find the event. From there you can just copy and paste the URL of the event!

If your request is for general organization supplies, this step will be skipped.



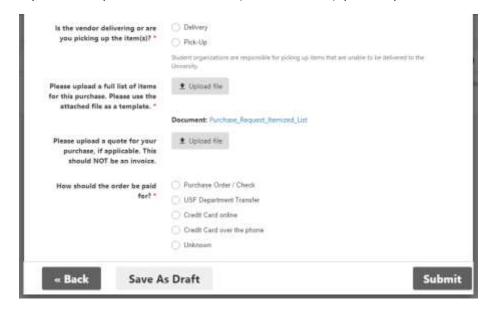
Provide us the information for the vendor you are working with. The name of the vendor and mailing address are required, but we recommend including all contact information you have so we can complete your purchase efficiently.



Let us know if you will be picking up the purchase or if it will be delivered to the University. Please note – student organizations are responsible for picking up items that are unable to be delivered.

Upload an itemized list for the purchase. There is a excel spreadsheet document for you to complete for this step. Include a description, price, and quantity for every item purchased. The document will total it for you, so you do not need to add the amounts yourself.

If you have a quote from the vendor (NOT an invoice), please upload it here as well.



Step Three: Submit Your Request & Track Progress

Click the gray submit button on the bottom of the page. If you want to save this and return to it at any point, you may click the Save as Draft button.

After you have submitted it, you can track its progress in your Accounting Book page.

