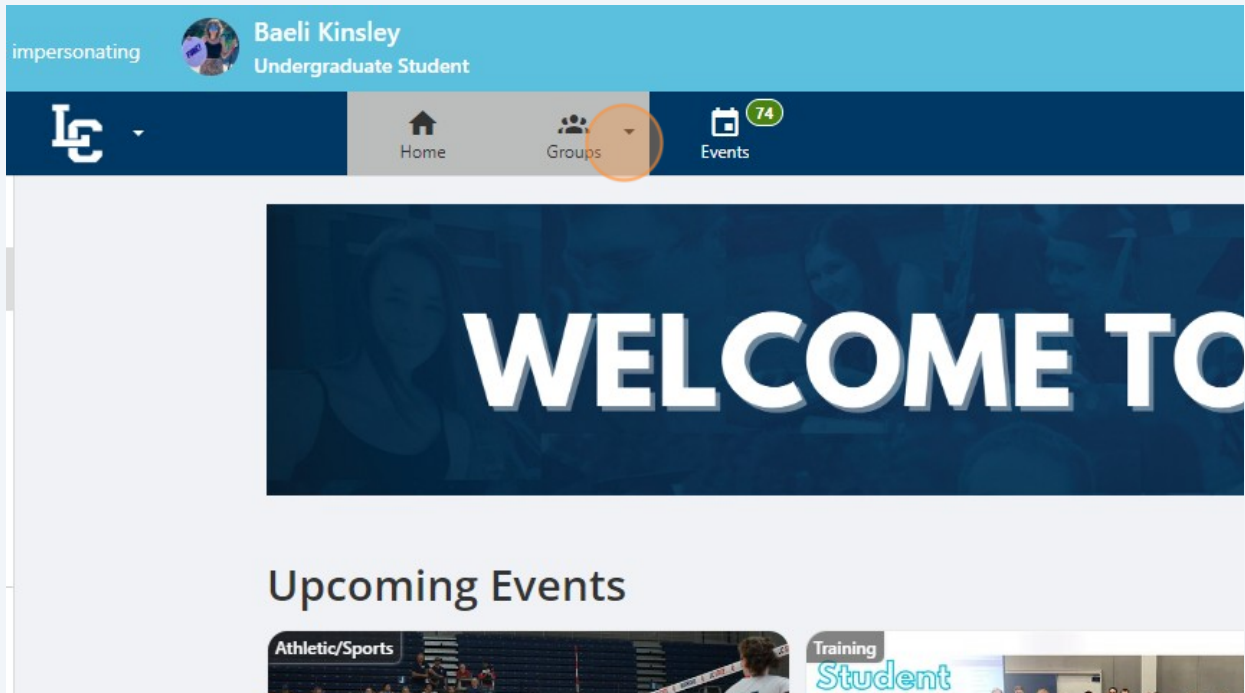# Submit a Club Spending Request
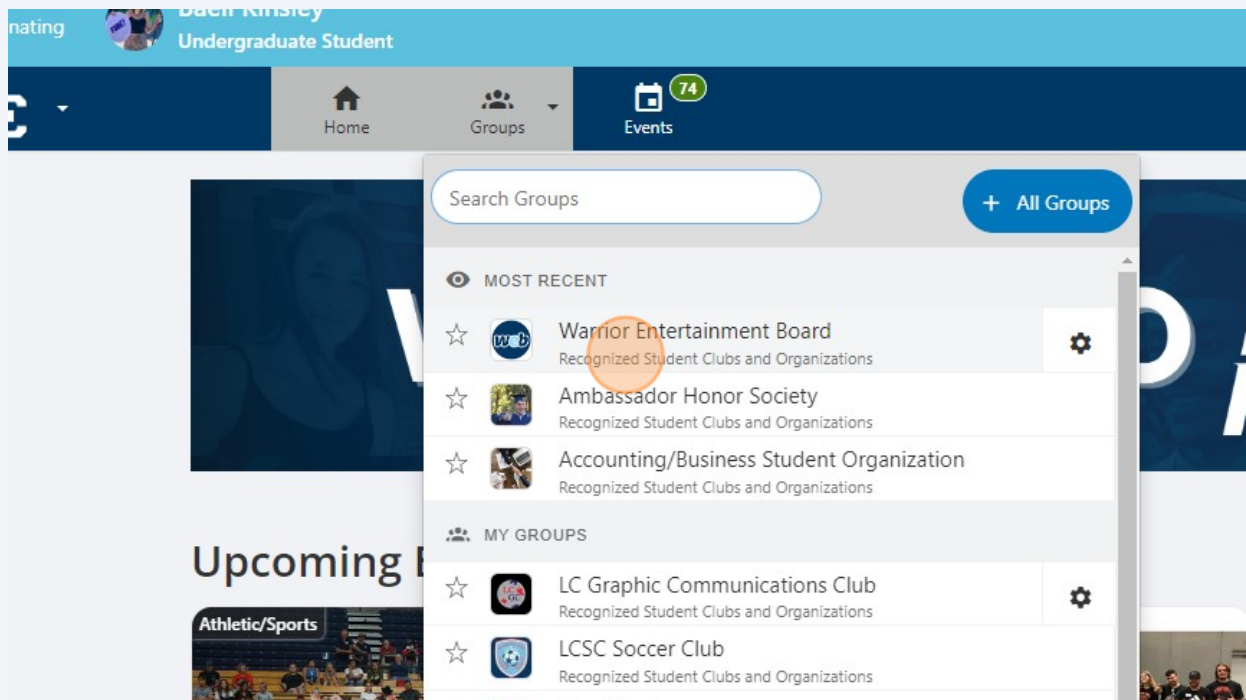
This is the new method for submitting requests to spend club funds. All club spending requests will now be submitted in Do More.
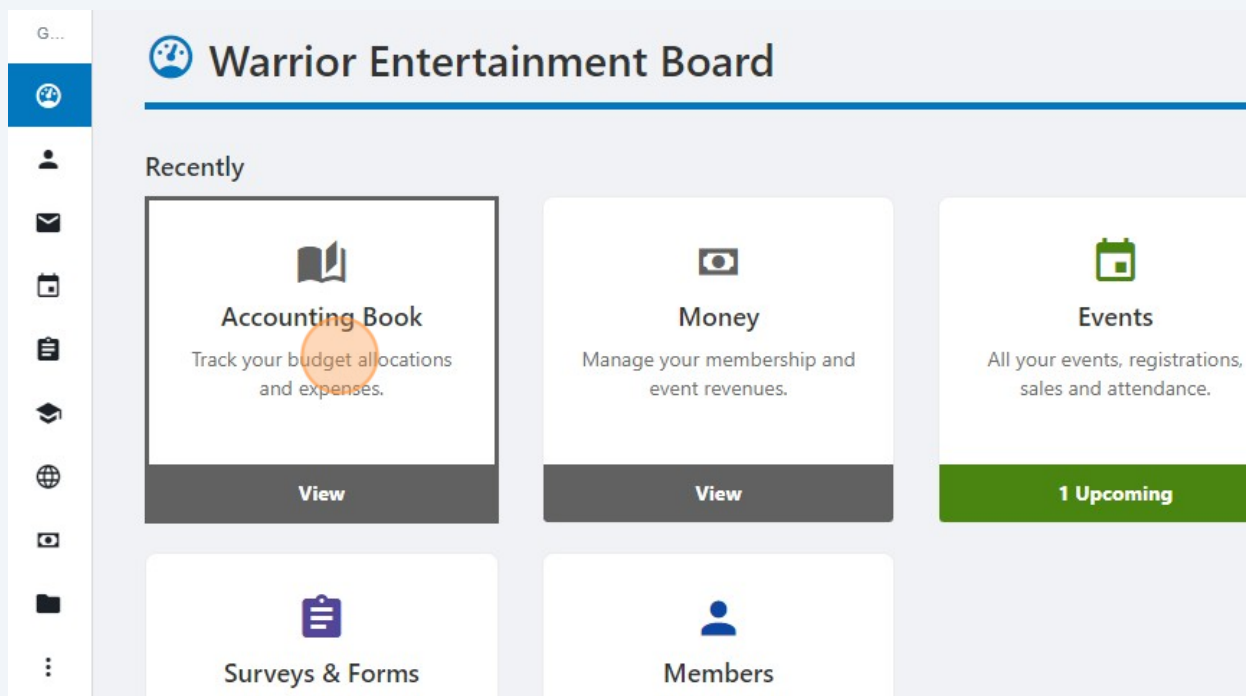
1 Click "Groups."

2 Navigate to your group/club under groups. You may need to click "All Groups" in order to find your club.

3 Click "Accounting Book" in your dashboard. You may have to scroll a bit to find the "Accounting Book" tile.

4 Click "Club Spending Requests."

You're impersonating Undergraduate Student

☰ **LC** ▾   🏠 Home   👥 Warrior Entert... ▾   📅 Events ⁷⁴

📖 **Accounting Book**

Budgets	Allocations/Revenues
Club Spending Requests	$0.00
ASLCSC Grant and Matching Funds Requests	$0.00
Total	**$0.00**

💰 **Transactions** (0)

---

5 Click "Create Budget Request."

Stop Impersonating

👥 Warrior Entert... ▾   📅 Events ⁷⁴   🔍 ★ 🔔¹ 👤▾

pproved prior to making a purchase with RSCO funds.

must approve spending request submissions in order for the spending request to be reviewed by Student Involvement.

Entertainment Board   ⊕ Create Budget Request

▾

ub Spending Request   Budget Closed

🟠━━━━━━━━━━━━━━━━━━━━━━━━⚪

tted and fully approved prior to making a purchase with RSCO funds.   **Deadline** 🕐 Jun 1, 2025 12:00 AM

No club spending requests or approvals can be made anymore.

6 Select what type of funding request you'll be submitting. Is it for an event, a project, etc.?

Create/Edit a Budget Request (Step 1 / 2)

Please provide a brief overview of what the funds will be used for in the description.
Example: Purchasing food and supplies for the upcoming bake sale fundraiser.

* Budget Request Type   - Select -

* Title

Description

Documents   ⬆ Upload

7 Enter the title of your event, project, etc. so your request is easier to track. Please enter a description/overview of what the funds will be used for. If you would like to upload any documents to your request, you can also do so here.

Create/Edit a Budget Request (Step 1 / 2)

Please provide a brief overview of what the funds will be used for in the description.
Example: Purchasing food and supplies for the upcoming bake sale fundraiser.

* Budget Request Type   Event

* Title |

Description

Documents   ⬆ Upload

MORE DETAILS

8 If your request is associated with a specific location and/or date range, please enter those here. If the request is for something like club t-shirts that don't have an event or location you can leave this blank.

Description
Students can come and pick out a cute planter and a succulent and plant a buddy that they can take home with them.

Documents ⬆ Upload

MORE DETAILS

Event Location

Event Start Date

Format: dd MMM yy

Event End Date

Format: dd MMM yy

9 Once you've entered the information click "Next."

Example: Purchasing food and supplies for the upcoming bake sale fundraiser.

* Budget Request Type   Event

* Title   Plant-A-Buddy

Description   Students can come and pick out a cute planter and a succulent and plant a buddy that they can take home with them.

Documents   ⬆ Upload

MORE DETAILS

Event Location

Event Start Date

Format: dd MMM yy

Event End Date

Format: dd MMM yy

Close   Next

r Entertainment Board

$0.00
Payments Approved

10 On the next page you'll select an item type.

11 Enter the dollar amount for each item type under "Amount Requested." Leave "Amount Financed By Group" field empty.

12 If you will have multiple item types you can click "+ Add item" to add additional item types.

Item Type	Amount Requested	Amount Financed By Group	Total Fun Needed
Supplies ⌄	$ 100	$ 0	$ 10
Total	100.00	0.00	100

+ Add item

Back

13 For each item type please leave a detailed description of what you will be purchasing in the notes field. (For example: 30 succulents, or 100 t-shirts with our club logo, or price of a hotel stay for 5 students for 3 days, etc.)

unt uested	Amount Financed By Group	Total Funds Needed	Notes	
100	$ 0	$ 100.00	Notes	⊗
10	$ 0	$ 10.00	Notes	⊗
20	$ 0	$ 20.00	Notes	⊗
130.00	0.00	130.00		

Next

14 Once you have entered all of your item types, dollar amounts, and notes click "Next."

15 On the next screen you'll provide some additional information including selecting the name of the RSCO submitting the spending request, your club's account number, any additional information you'd like to provide, and the payment methods you plan to use.

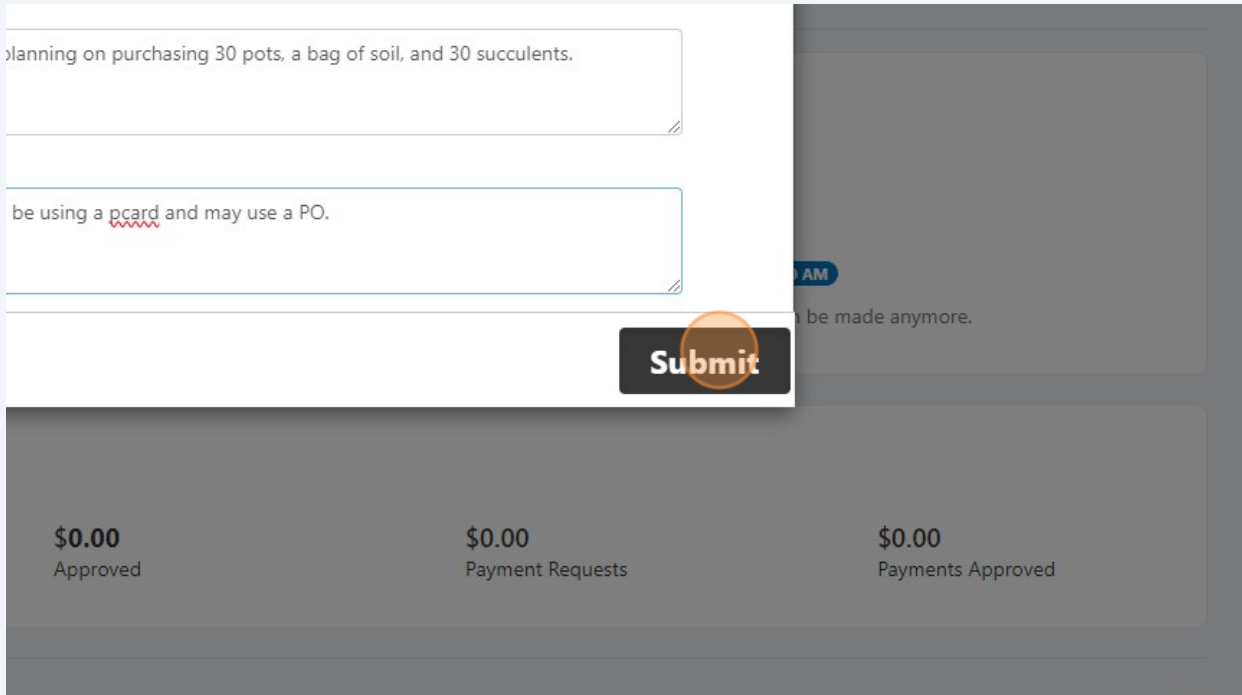**16** Once you've filled everything out, click "Submit."

planning on purchasing 30 pots, a bag of soil, and 30 succulents.

be using a pcard and may use a PO.

Submit

be made anymore.

$0.00
Approved

$0.00
Payment Requests

$0.00
Payments Approved

---

17 After you submit your request it will appear under your Account Book like the example below.

Club spending requests must be submitted and fully approved prior to making a purchase with RSCO funds.

Deadline ⏱ Jun 1, 2025 12:00 AM

No club spending requests or approvals can be made anymore.

Totals

$130.00	$130.00	$0.00	$0.00	$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approve

Warrior Entertainment Board

#ID	REQUEST	BUDGET ITEMS				APPROVAL	
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Note
18	Plant-A-Buddy ✏️ 🗑️ **Event** Students can come and pick out a cute planter and a succulent and plant a buddy that they can take home with them. **Submitted By** Baeli Kinsley Jul 23, 2024 6:46 PM **Form** Club Spending Request Form	Supplies Pots, soil, succulents	100.00	0.00	100.00		💬
		Advertising Purchasing flyers from campus print	10.00	0.00	10.00		💬
		Other Table rental	20.00	0.00	20.00		💬
		Total	**$130.00**	**$0.00**	**$130.00**	**0.00**	

18 Once your club spending request has been submitted it will automatically be routed to your club advisor, president, vice-president, and treasurer for approval (this happens simultaneously so any one of these officers can approve the request in any order). Once all four of those individuals have approved the request it will automatically be routed to Student Involvement for final review.