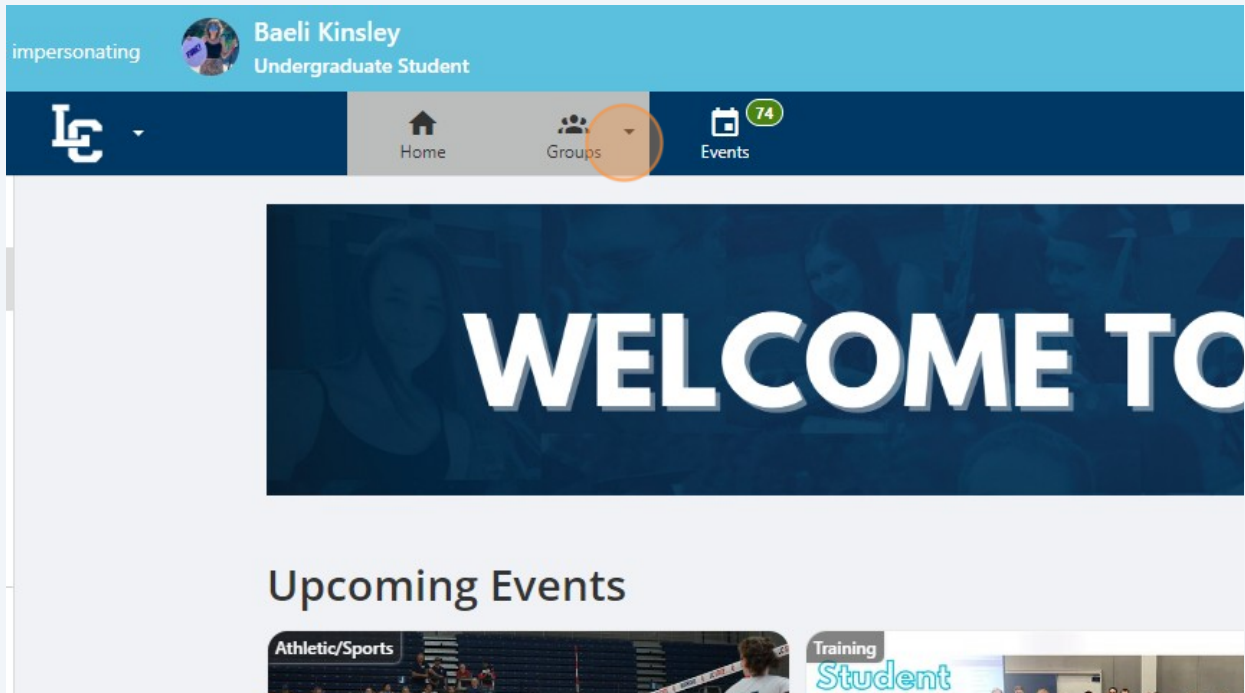


# Submit a Club Spending Request

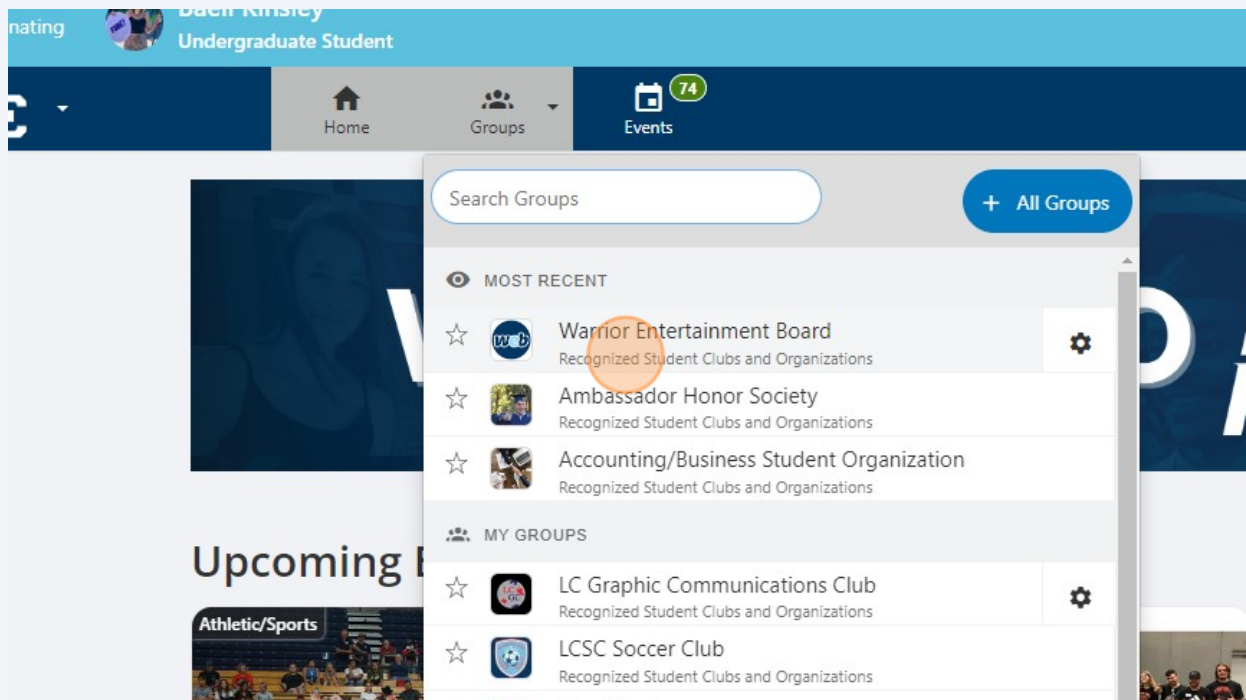
This is the new method for submitting requests to spend club funds. All club spending requests will now be submitted in Do More.

1 Click "Groups."



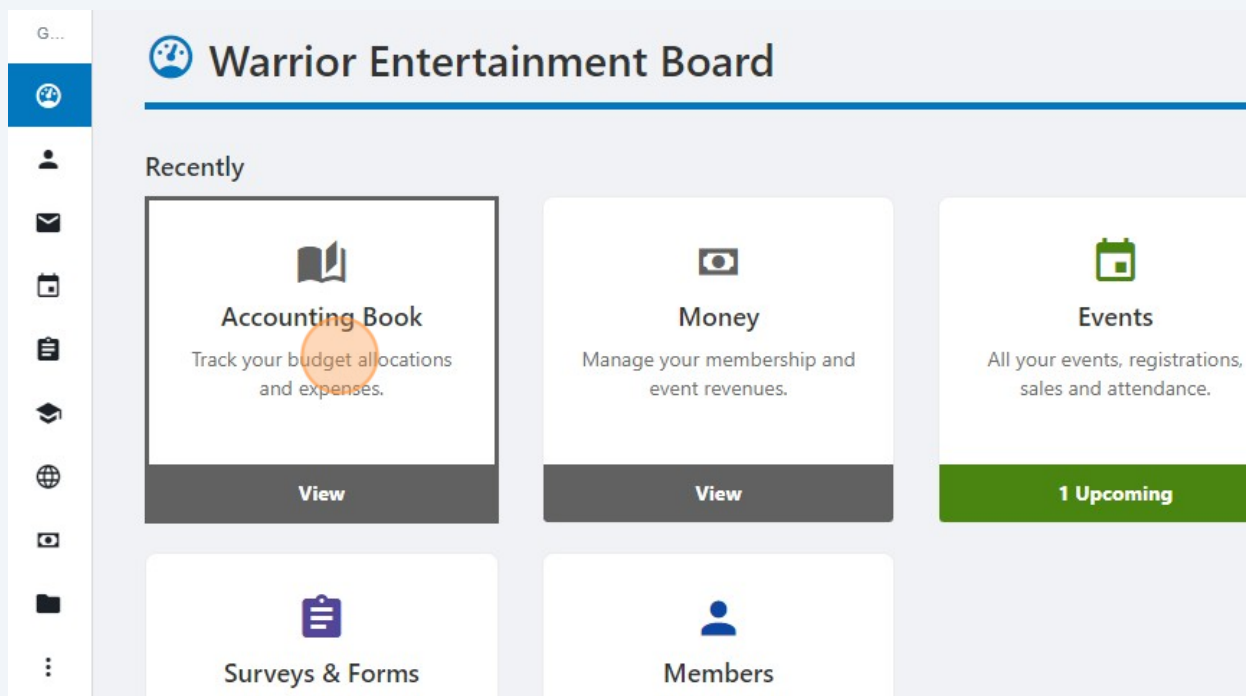
2

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."

The screenshot shows the 'Accounting Book' interface. At the top, it indicates 'You're impersonating Undergraduate Student'. The navigation bar includes 'Home', 'Warrior Entert...', and 'Events' (with a '74' notification). The main content area is titled 'Accounting Book' and contains a table with two columns: 'Budgets' and 'Allocations/Revenues'. The table lists 'Club Spending Requests' with a value of '\$0.00', and 'ASLSCSC Grant and Matching Funds Requests' with a value of '\$0.00'. A 'Total' row shows '\$0.00'. The 'Club Spending Requests' link is circled in orange. Below the table is a 'Transactions (0)' section.

Budgets	Allocations/Revenues
<a href="#">Club Spending Requests</a>	\$0.00
ASLSCSC Grant and Matching Funds Requests	\$0.00
<b>Total</b>	<b>\$0.00</b>

5 Click "Create Budget Request."

The screenshot shows the 'Entertainment Board' interface. At the top right, there is a 'Stop Impersonating' button. The navigation bar includes 'Warrior Entert...' and 'Events' (with a '74' notification). Below the navigation bar, there is a light blue informational box with text: 'approved prior to making a purchase with RSCO funds.' and 'must approve spending request submissions in order for the spending request to be reviewed by Student Involvement.' The main content area is titled 'Entertainment Board' and features a 'Create Budget Request' button circled in orange. Below this, there is a section titled 'Club Spending Request' with a progress bar and a 'Budget Closed' status. The progress bar shows a small orange circle at the beginning. Below the progress bar, there is text: 'tted and fully approved prior to making a purchase with RSCO funds.' and a 'Deadline' of 'Jun 1, 2025 12:00 AM'. At the bottom, it states: '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**

\* **Title**

**Description**

**Documents**

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**

\* **Title**

**Description**

**Documents**

**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.

The screenshot shows a form with the following fields:

- Description:** A text area containing the text: "Students can come and pick out a cute planter and a succulent and plant a buddy that they can take home with them."
- Documents:** A button with an upload icon and the text "Upload".
- MORE DETAILS:** A section header above three input fields:
  - Event Location:** An empty text input field with a vertical cursor and a red circle highlighting it.
  - Event Start Date:** An empty date input field with the format "Format: dd MMM yy" below it.
  - Event End Date:** An empty date input field with the format "Format: dd MMM yy" below it.

9

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

The screenshot shows a modal form with the following fields:

- Budget Request Type:** A dropdown menu with "Event" selected.
- Title:** A text input field containing "Plant-A-Buddy".
- Description:** A text area containing the text: "Students can come and pick out a cute planter and a succulent and plant a buddy that they can take home with them."
- Documents:** A button with an upload icon and the text "Upload".
- MORE DETAILS:** A section header above three input fields:
  - Event Location:** An empty text input field.
  - Event Start Date:** An empty date input field with the format "Format: dd MMM yy" below it.
  - Event End Date:** An empty date input field with the format "Format: dd MMM yy" below it.

At the bottom right of the modal, there are two buttons: "Close" and "Next". The "Next" button is highlighted with a red circle.

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

This request must be submitted a  
The RSCO Advisor, President, and

**Budget - Wa**

Club Spending Requests

Club spending requests must

1. Enter the dollar amount for each item type you would like to purchase in the  
your spending request will be calculated automatically.  
2. Leave the "Amount Financed By Group" field empty.  
3. Provide a detailed description of the items you intend to buy in the "Notes" fi

Item Type	Amount Requested	Amount Financed By Group	Total Fun Needed
Supplies	\$ 0	\$ 0	\$ 0
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>

+ Add item

- Supplies
- Advertising
- Travel
- Food & Drink
- Other

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

t must be submitted a  
advisor, President, and

**Budget - Wa**

ng Requests

ending requests must

1. Enter the dollar amount for each item type you would like to purchase in the "Amount Requested" field. In  
your spending request will be calculated automatically.  
2. Leave the "Amount Financed By Group" field empty.  
3. Provide a detailed description of the items you intend to buy in the "Notes" field.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Supplies	\$ 0	\$ 0	\$ 0	Notes
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	

+ Add item

Back

No club spend

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 Funds Needed
Supplies	\$ 100	\$ 0	\$ 100
<b>Total</b>	<b>100.00</b>	<b>0.00</b>	<b>100</b>

+ 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.)

Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
100	\$ 0	\$ 100.00	Notes
10	\$ 0	\$ 10.00	Notes
20	\$ 0	\$ 20.00	Notes
<b>130.00</b>	<b>0.00</b>	<b>130.00</b>	

Next

14

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

The screenshot shows a modal window overlaid on a background form. The modal window contains two input fields for dollar amounts: the first is set to '\$ 0' and the second is set to '\$ 20.00'. Below these is a text input field containing 'Table rental' with a close button (X) to its right. Underneath, there are two columns of text: '0.00' and '130.00'. At the bottom right of the modal is a 'Next' button, which is highlighted with an orange circle. The background form shows a summary section with three columns: '\$0.00 Approved', '\$0.00 Payment Requests', and '\$0.00 Payments Approved'. A question mark icon is visible in the bottom right corner of the background form.

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.

## Spending Request Form

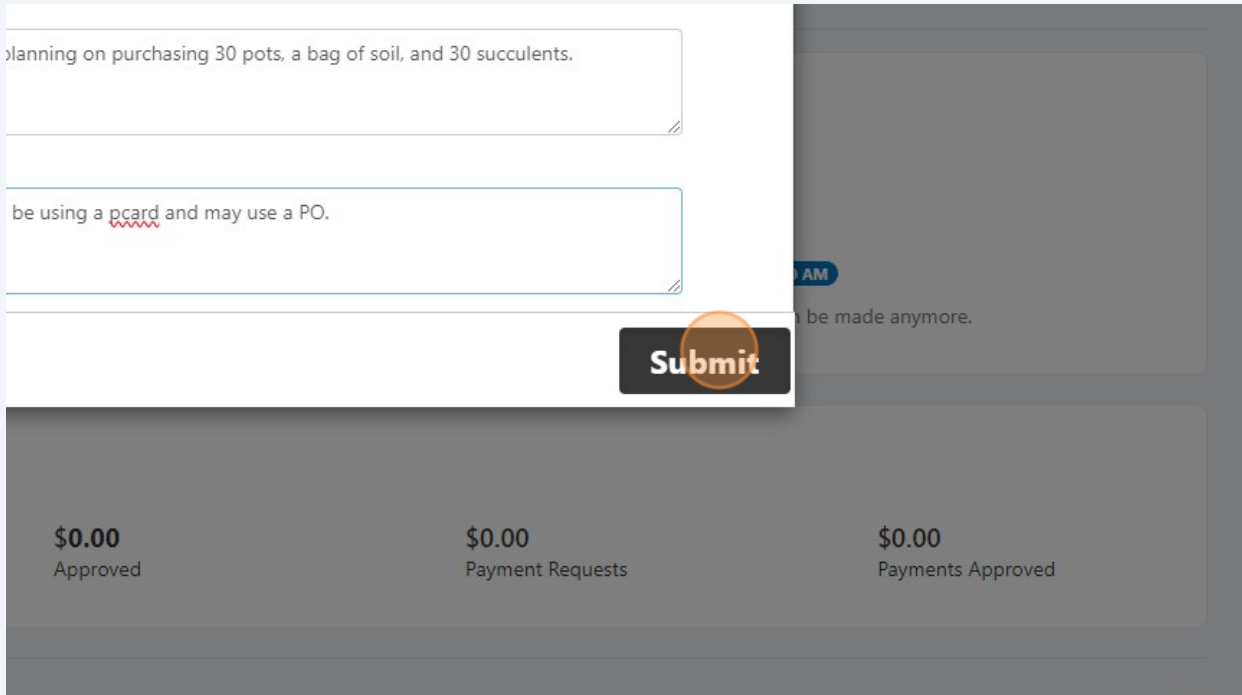
Save As PDF

### Spending Request

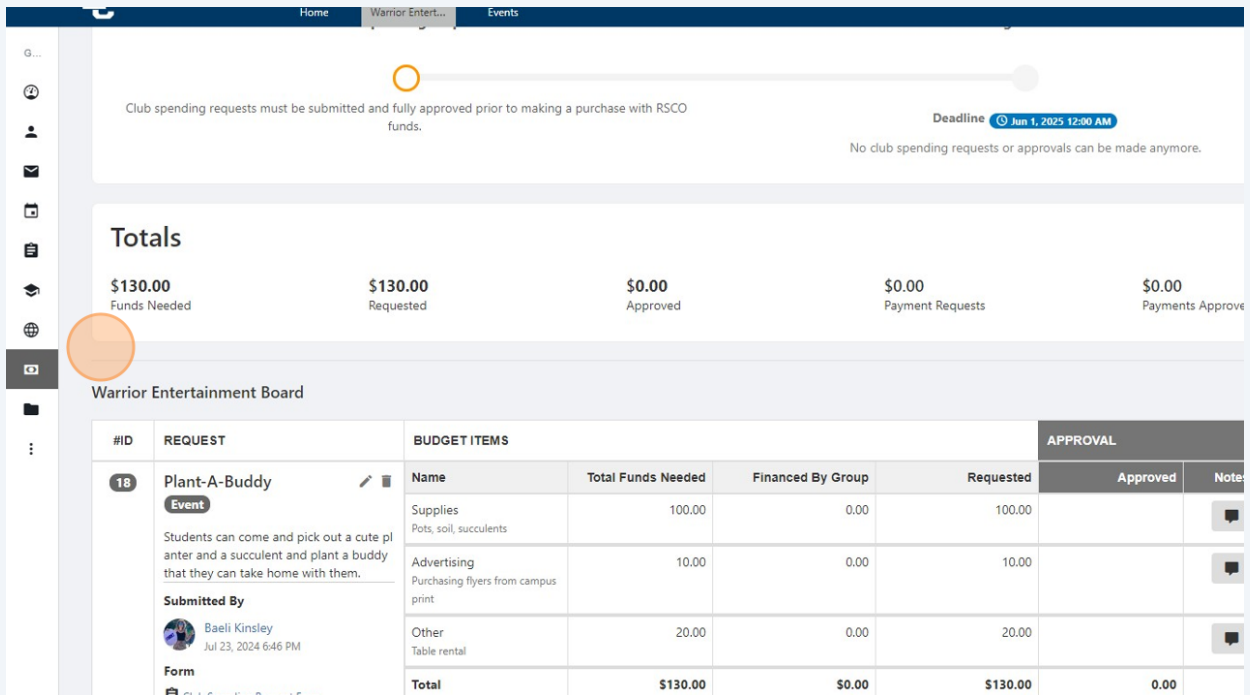
The screenshot shows the 'Spending Request' form. It features several input fields: a dropdown menu for 'RSCO \*' with the text '- Select Group -' and a downward arrow, which is highlighted with an orange circle; a text input field for 'Account Number: \*'; and a larger text input field for 'Provide a detailed description of what you intend that it will be used for: \*'. Below this field is a dropdown menu with the text '- Select Group -' and a list of options: 'Club Sports', 'Lewis-Clark State College Shooting Sports Club: Trap and Skeet', and 'Office/Department'.



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



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



**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.