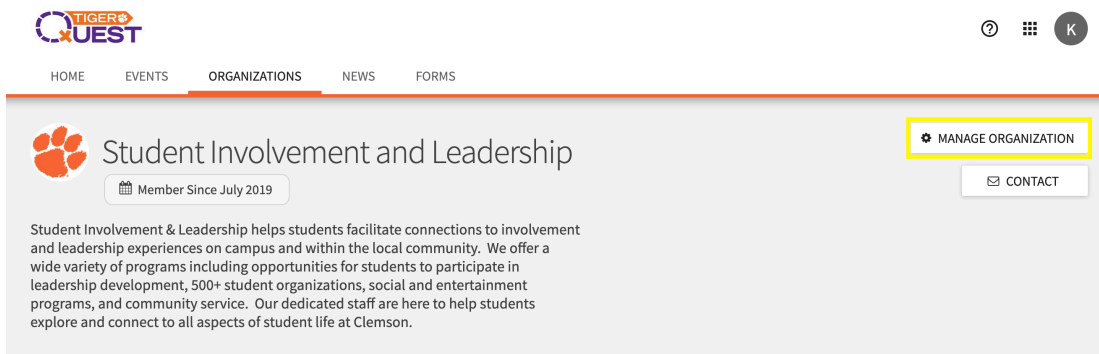


Purchase Request Guide for Delegated Student Organizations

This guide will help you request approved funds for your organization. Keep in mind that your organization must be registered in [BuyWays](#) and approved for funds through the Student Funding Board before using the Purchase Request Form in TigerQuest.

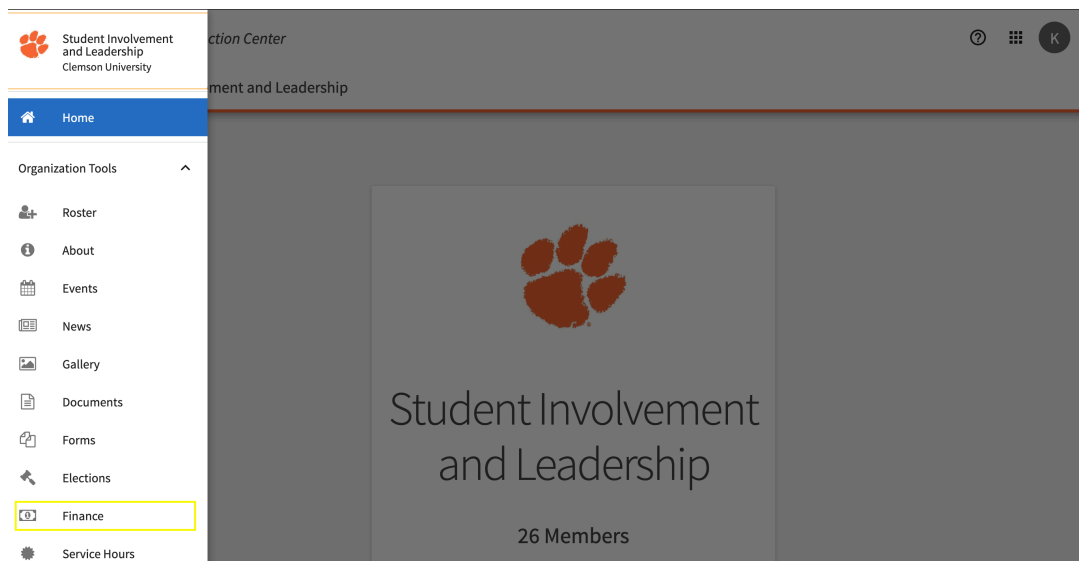
1. Select your organization under **Memberships** on the TigerQuest home page. Click on **Manage Organization** in the top right corner.



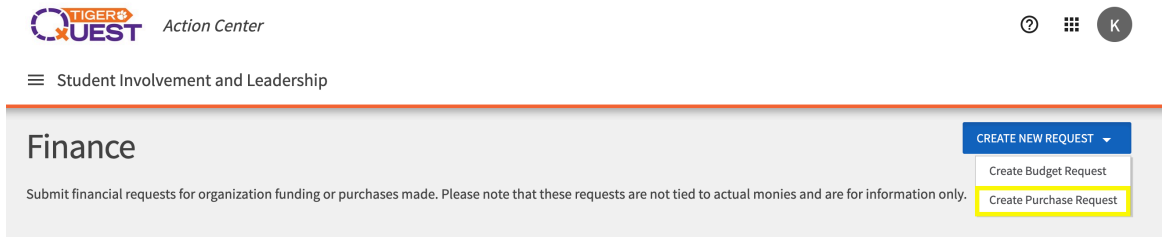
2. Click on the button to the left with three horizontal lines.



3. From the drop-down options on the left, select **Finance**.



4. Select **Create New Request** and then **Create Purchase Request**.



5. Fill out the **Request Details** section in the form. All fields in this section are required, with an exception for the Description. When requesting funds, submit the request by project, not by each transaction. For example, if your organization is requesting funds for an event, you don't need to request for each purchase, just the full amount needed for the event.

When requesting funds, the minimum amount to request is \$2000. If the Student Funding Board has allocated less than \$2000 to your organization, you must request the entire amount allocated. Purchase Requests must also be made by project rather than transaction. For example, if your organization is planning an event, you only need to request the total amount you'll need for the event, not each transaction. Please see the examples below:

Name	Org #1
Allocation	\$400
Request	\$400 for project

Name	Org #2
Allocation	\$3000
Request	\$2000 for project; \$1000 for project

Request Details POPULATE FROM BUDGET

***Subject**

Description

***Requested Amount**

***Categories** ***Account**
 SELECT...

6. Please do not fill out the **Payee Information** section. **This form is left blank.**

Payee Information

First Name Last Name

Street

Street Continued (Optional)

City State/Province ZIP/Postal Code

7. For Delegated Student Organizations, the **Reimbursement/Transfer to Organization or University Department** section needs to be filled out. This is the second section under **Additional Information**.

Keep in mind that your organization's financial information must be entered. Only departments can be paid, not individuals.

Name of Organization or Department to be Reimbursed

Mailing Address:

City, State, Zipcode

Amount To Be Reimbursed:

Purpose of Reimbursement

FOR UNIVERSITY TRANSFERS ONLY - What is the Chart field string of the department to receive the transfer?

Department Budget Center Contact Person

Note – you will most likely need to contact your advisor to obtain your department's chart field string.

8. Provide written documentation to support your request, like an invoice or payment page.

*** REQUIRED FILE UPLOAD**

IC/ISO Grant Request or DSO Transfer
-Pertinent documentation of reason for Grant Request - may include invoice, payment page, etc.

[UPLOAD FILE](#)

Any applicable receipts to document appropriate spending of past Grant Requests - IF SUBMITTING A SECOND GRANT REQUEST/DSO TRANSFER IN ACADEMIC YEAR THIS STEP IS REQUIRED

[UPLOAD FILE](#)

Optional additional file upload

[UPLOAD FILE](#)

Any applicable comments:

9. Provide documentation to show that your organization has spent funds appropriately and responsibly in the past. This can be done through invoices, receipts, payments, or other documentation.

*** REQUIRED FILE UPLOAD**

IC/ISO Grant Request or DSO Transfer
-Pertinent documentation of reason for Grant Request - may include invoice, payment page, etc.

[UPLOAD FILE](#)

Any applicable receipts to document appropriate spending of past Grant Requests - IF SUBMITTING A SECOND GRANT REQUEST/DSO TRANSFER IN ACADEMIC YEAR THIS STEP IS REQUIRED

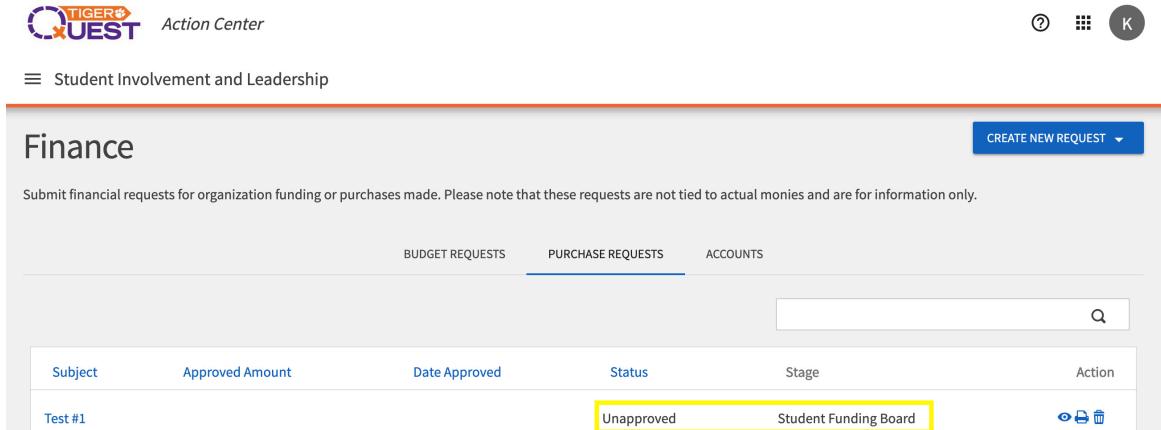
[UPLOAD FILE](#)

Optional additional file upload

[UPLOAD FILE](#)

Any applicable comments:

10. The status on your request will be shown as **Unapproved** and the Stage will be shown as **Student Funding Board**. After your grant is approved by your organization’s advisor, it will be shown as **Advisor Approved** and the money will be transferred to your organization.



Remember: Purchase requests should be made 30 days in advance to ensure that you receive funds by the time they are needed. Please plan accordingly.

If you have any questions, please email Student Involvement and Leadership at sil@clemsn.edu or schedule a time to talk with someone at <https://studentinvolvementandleadership.youcanbook.me/>.