

Access the Non-RSO request form by clicking on your account icon and selecting "Submissions."











The screenshot shows the Syracuse University Organizations page. At the top left is the Syracuse University logo. A search bar is located at the top center. On the left side, there is a vertical navigation menu with various icons. The main content area is titled "Organizations" and features a search bar for organizations, filters for branches and categories, and a "REGISTER AN ORGANIZATION" button. A list of organizations is displayed, including "The Kumquat", "20 Watts Magazine", "A Cappella Council at SU", "Academic Affairs", "African Student Union", and "Alpha Chi Omega Fraternity". On the right side, a user account menu is open for "Emily Nasal". The menu includes options like "Paths", "Event History", "My Organizations", "Experiences", "Co-Curricular Transcript", "My Submissions", "My Downloads", and "Send Feedback". A red circle highlights the account icon in the top right corner, and another red circle highlights the "My Submissions" option in the dropdown menu. A red arrow points from the text "Click HERE" to the "My Submissions" option.

Select the “Budgeting” tab at the top of the Submissions page.

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS EVENTS **BUDGETING** ← Click HERE

Filter by Status: All

Name	Status	Status Date	Date Completed	Action
Shaw Center Shuttle Request Form (Fall 2023)	In Progress	9/28/2023 11:10 AM		  
RSO Meetings Fall 2023	Received	9/27/2023 12:07 PM	9/27/2023 12:07 PM	
RSO Meetings Fall 2023	Received	9/25/2023 3:22 PM	9/25/2023 2:44 PM	
RSO Meetings Fall 2023	Received	9/25/2023 1:53 PM	9/25/2023 1:53 PM	
RSO Meetings Fall 2023	Received	9/22/2023 11:23 AM	9/22/2023 11:23 AM	
RSO Meetings Fall 2023	Received	9/22/2023 10:22 AM	9/22/2023 10:22 AM	
RSO Meetings Fall 2023	Received	9/19/2023 3:11 PM	9/19/2023 3:11 PM	
RSO Meetings Fall 2023	Received	9/19/2023 12:11 PM	9/19/2023 12:11 PM	

View past requests here or select “Create Request” to submit a budget request to the Finance Board.

Personal Budget Requests

CREATE REQUEST

Search ?

Status All Statuses

Process All Processes

Show Only Recently Deleted

All : 0 result | Export CSV PDF

Sort by: Submitted Date ↓

No Requests match the search or filter criteria.

Click “Non-RSO Form” and begin submitting your request! For questions or concerns, please contact stactivities@syr.edu.

Create New Request

Select a Process or Budget to Start Your Request



Process: **Contingency Request Form**

Available from 8/29/22 8:00 AM to 5/3/24 11:30 PM

Use this form only when the cost of a previously funded budget/line item has increased, or there is an unexpected cost now added to your budget.

Budget: [Contingency information](#)

Please request the costs that were unanticipated and not the result of poor planning by the student organization

Process: **Expenditure Request Form**

Available from 8/29/23 8:00 AM to 5/1/24 11:00 PM

Use this form when requesting to move funds from already funded budgets, or to spend miscellaneous funds or other expenses.

Budget: [Expenditure Request details](#)

Process: **Non-RSO Form**

Available from 8/29/23 7:00 PM to 12/1/23 5:00 PM

This form is to be utilized by individuals or groups who are not recognized RSO's. This is only to be utilized as approved. Please note that the cap on this funding is \$5,000 for items and event related necessities. Please consult with Student Engagement Staff and the Comptroller (or just Student Engagement staff if you prefer) before submission. The deadline for submission is at noon, followed by weekly deadlines of Fridays at noon until funds are depleted.

Budget: [Request Type and Section 2 Request](#)

Please add proof of costs for all budget requests submitted under each line item in the various categories below.

CANCEL