ERG PURCHASE AND REFERENCE GUIDE

Planning an event? Start Here.

STEP 1

Determine the type of event your having and complete the necessary forms.

Review the clickable link UNDERLINE for the list of forms that need to be completed and included in the Event/Purchase form.

STEP 2

SUBMIT A REQUEST

To request funding for the event, complete the Event/Purchase Google Form Here and upload all the documents that were completed in **Step 1**.

STEP 3

Wait for Approval

Once you submit your google request form, our team will review. To receive approval you **must** submit all the necessary forms, meet the deadlines, & have funding according to your budget ledger (Budget Ledger **HERE**). If any items are missing they will have to be added before your request is approved.

STEP 4

Resource Management will assist with the payment request.

Once your google request form has been approved, an **Assistant Coordinator** will route your paperwork to **Resource Management** to finish processing your request for payment.

Please reach out to Resource Management for any additional questions.