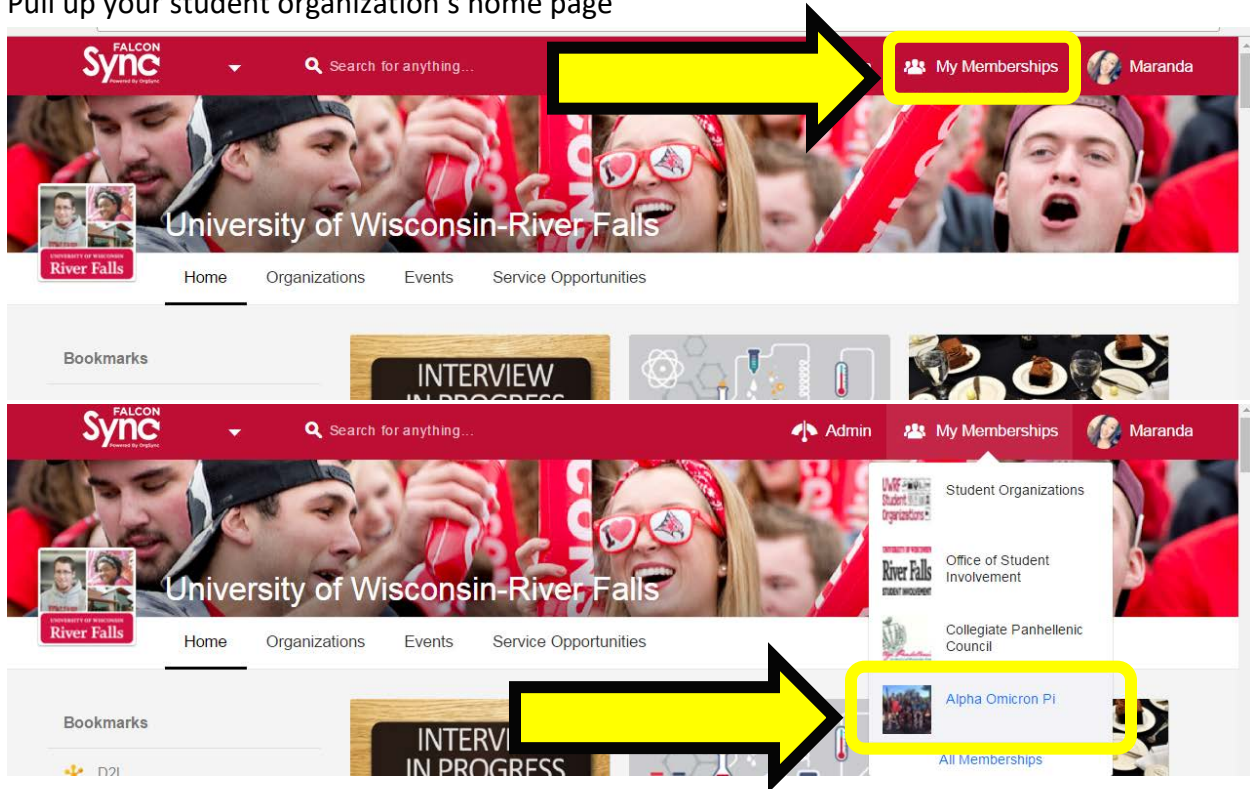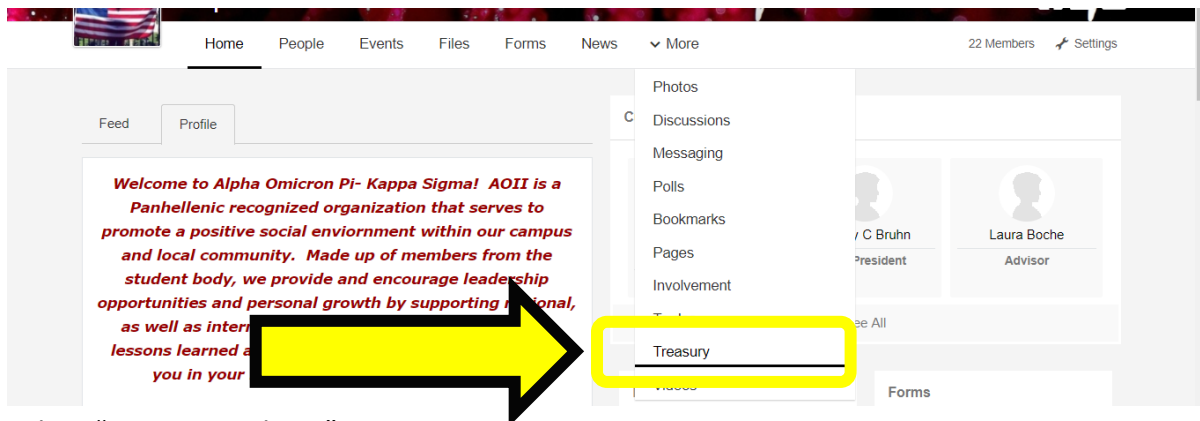# FalconSync Payment Requests:

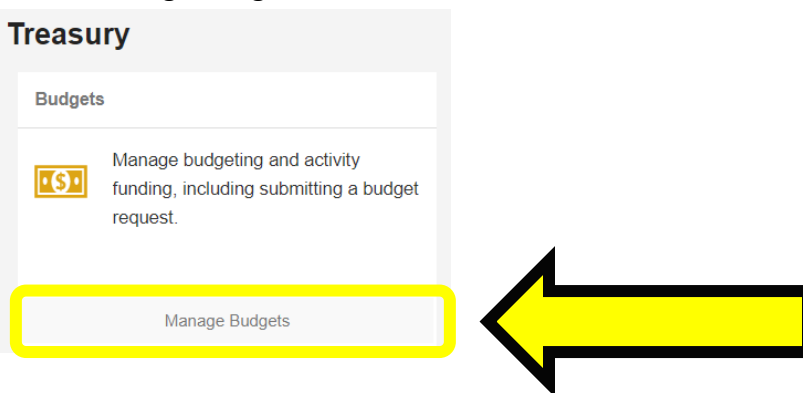1. Login to FalconSync (go.uwrf.edu/falconsync)
2. Pull up your student organization's home page

3. Toward the top, hover over "More" and then click "Treasury"

4. Select "Manage Budgets"

5. Under "Periods" make sure you are selecting the correct budget period (the correct year and if it needs to be annual or single-event) Ex: "Annual funding 2019-2020"
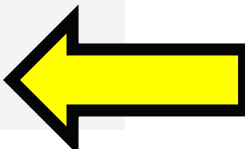
Period

Annual Funding 2018-2019 ▼

6. Once you are in the correct period, below it is a blue link to your budget, click that link
7. In your budget, click on the event or line item that you would like the payment to come from.
8. Then, select the "Request Payment" button in the bottom right corner of the screen

No.	Line Item	Requested	Approved
1	Food - Food, Drinks, and Snacks	$1,000.00	$500.00
2	Speaker / Performer Fee - Paid Performers/Guest	$500.00	$500.00
3	Room & Equipment Rental - Room and Production	$200.00	$0.00
4	Supplies - Supplies	$100.00	$0.00
View Form Submission		**Totals:** $1,800.00	$1,000.00

Payment Requests ($1,000.00 Remaining)   Request Payment ⬅

9. And it will bring you to a page that looks like this:

Falcon Sync 🔍 Search for anything...   Admin   My Memberships

‹ Create a **New Payment Request**

Instructions

Please submit a payment request prior to spending your funds. If you have already spent funds and would like a reimbursement or a funds transfer, submit the payment request and contact the Student Involvement Budget Coordinator right away!

If you would like to reallocate your funds, please click the following link:
https://orgsync.com/18446/forms/87302

Payment Request Details

Title REQUIRED
Asian American Month-Spring Semester Payment

Payment Type REQUIRED
- Select -   ⬅

10. Under "Payment Type", select which type of payment you are looking for

Payment Type REQUIRED

- Select - ▼

- Select -
Contract (Performer, Speaker, DJ, etc.)
Departmental Account Transfer
Invoice (Check Request)
Online Purchase
Payment Over Phone
Reimbursement

11. Fill out the form associated with whichever payment type you chose. Please make sure to fill in as much information as possible.
12. Press submit at the bottom of the payment request. The request gets sent to Steph Kaminski, the Budget and Operations Coordinator.
13. Please allow up to four weeks for any payment request. If you are on a tight-timeline, please be sure to email Steph (Stephanie.kaminski@uwrf.edu) to explain the situation so she can be sure she gets to your request in time.
14. **PLEASE REMEMBER**:
    a. With any payment request, you must upload some type of justification. Justification can often include a poster from your event or an email invitation. If you do not provide justification, the payment request cannot be processed.
    b. For any events providing food (even candy), you must provide a sign-in sheet with the list of attendees.
    c. For all reimbursements, you must provide an **itemized** receipt.

15. If you need help with other ideas for justification or have any questions, please email Steph at Stephanie.kaminski@uwrf.edu.