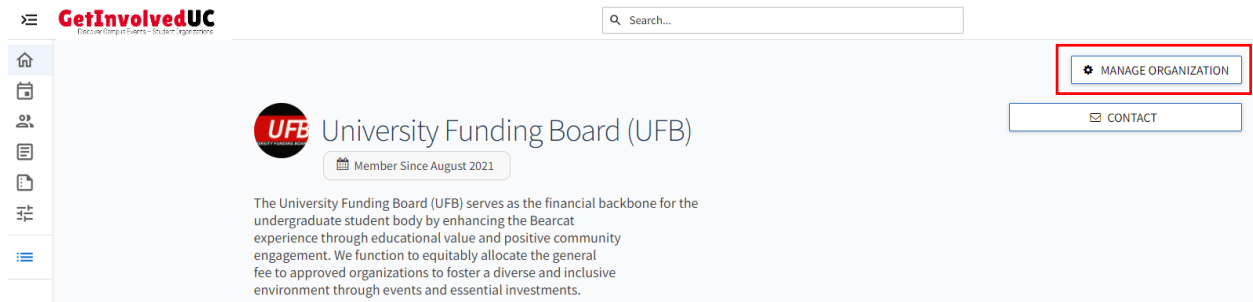


Advisor Approval for Budget/Purchase Requests

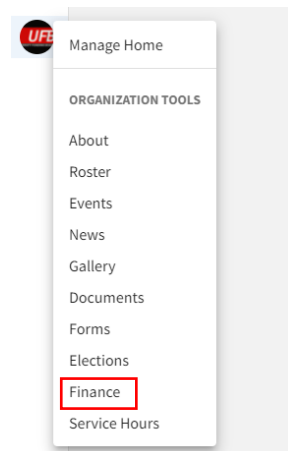
Step 1: Manage Organization

Sign-in to GetInvolvedUC using your UC login and password. You can find the organization under your memberships or using the general search bar. Once you are on the organization page, you will select “Manage Organization”



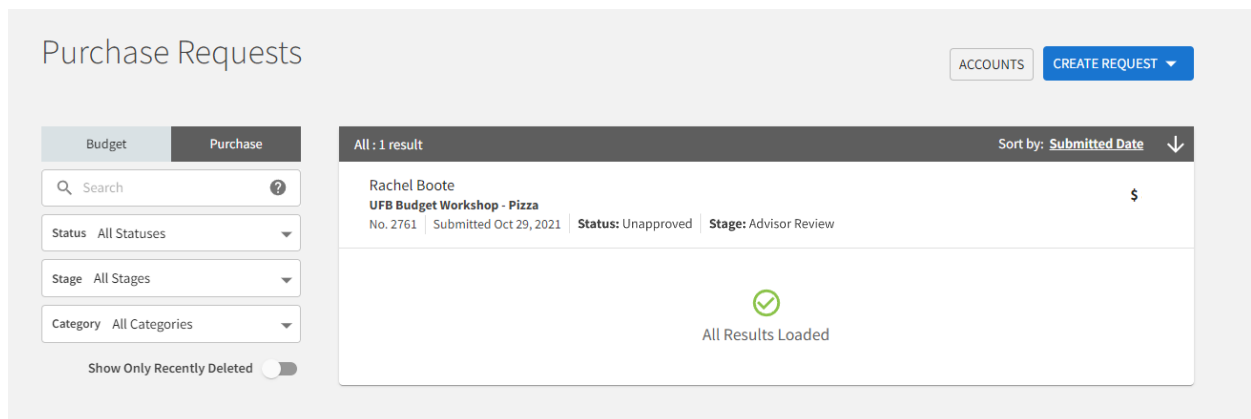
Step 2: Organization Finance

On the left side menu, select the organization icon and find the “Finance” tab in the drop-down menu.



Step 3: Advisor Approval Stage

If your organization has multiple Budget or Purchase Requests, you can sort by Stage for “Advisor Review” to find the requests that need your approval. Click on the request to review and approve.



Step 4: Review Request

The request details can be found and reviewed on this page. Once you are ready to approve, you will use the right box to move the request to the next stage.

DELETED PRINT

Purchase Request #2761 \$ 83.48
Friday, October 29, 2021 10:49 AM (4 months ago)

Submitted By Rachel Boote

Organization
University Funding Board (UFB)

No Unsaved Changes

Status
Unapproved

Stage
Advisor Review

Category
Approved Budget

From Account Balance
\$

Step 5: Advisor Approval

To approve the request, select the drop-down Stage menu and select "Financial Admin Review." You can also add an additional comment with your name or other details. Make sure to select "Save" to ensure the request is moved to the final step where our financial administrators will work with students to complete payments.

Unsaved Changes SAVE ✓

Status
Unapproved

Stage
Financial Admin Review

Stage Change Comment (optional)
Advisor Approved 08/01/23

Characters remaining: 487

Category
Approved Budget

From Account Balance
\$