

Online Equipment Funding Request Instructions

UPAC funding requests will now all be submitted online! Follow these instructions to fill out your request for equipment funding.

ORGCENTRAL



Contact UPAC:

- 208 HUB-Robeson Center, University Park, PA 16802
- 814 – 863 – 8951
- upac@psu.edu
- upac.psu.edu

YOU ARE NOT TO START ANY PROCESS THAT WILL COMMIT YOU FINANCIALLY UNTIL YOU HAVE BEEN APPROVED FOR FUNDING

Starting Your Request Online

- ✔ Log into OrgCentral at psu.campuslabs.com/engage
- ☰ In the top right corner, click the sliders and select "Manage."
- Scroll down to "My Memberships" and select your student organization.
- ☰ In the top left corner, click the stack button and choose "Finance."
- Click the blue "Create new request" button and select "Create budget request."
- Choose "UPAC Equipment Funding Request."



Organization Inventory Form

To request equipment, you'll need to submit an Organization Inventory Form and proof of University-approved storage space.

- Organization Inventory Form - psu.campuslabs.com/engage/submitter/form/start/255205

Purchasing Equipment

Once you've received an allocation letter from UPAC and have submitted all necessary information (e.g. Organization Inventory Form), you'll work with the Associated Student Activities Office in 240 HUB to purchase UPAC-funded equipment items.

Other Help Resources

- For more information and tutorials on filling out Equipment Funding Requests, check the Equipment Funding page on UPAC's website at pennstateupac.org/equipment
- For information on UPAC's allocating policies, check the UPAC Requestor Handbook at pennstateupac.org/handbook-2

Requesting Funding

1. Enter a title and brief description of your request
2. Read the "Welcome and Instructions" page
3. Enter contact and organization information on the "Organization and Requestor Information" page
4. Fill out the "Equipment Request General Information" page
 - Equipment purchase or maintenance?
 - General description of equipment requested
 - Three disclaimers
5. Fill out the "Equipment Funding Request Questions" page
 - Please provide a copy of your organization's mission statement.
 - What is your organization's primary purpose for looking to make this equipment purchase/maintenance?
 - Has your organization attempted to buy used equipment? Have you made similar purchases in the past?
 - Who will have access to the equipment (e.g. any other student organizations)? How will access be monitored?
 - Sign to acknowledge Organization Inventory Form
6. Fill out your Equipment Funding Request
 - List all equipment items you're requesting from UPAC. Attach quotes to substantiate the cost of items. In the description of each item, include the following:
 - Per-item rate
 - Number of items requested
 - Total cost of the line item
 - Priority of funding