

Online Operational Funding Request Instructions

UPAC funding requests will now all be submitted online! Follow these instructions to fill out your request for operational 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 Operational Funding Request.”

Other Help Resources

- For more information and tutorials on filling out Operational Funding Requests, check the Operational Funding page on UPAC’s website at pennstateupac.org/operational
- 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. Fill out the “Organization Information” page
 - Organization information
 - Requestor contact information
 - Advisor contact information
 - Please provide a copy of your organization’s mission statement.
 - Three disclaimers
 - Semester of organization recognition
 4. Fill out your Operational Funding Request
- Each student organization is eligible for \$50.00 in organizational operational expenses per academic year.

Using Operational Funds

You’ll work with the Associated Student Activities Office in 240 HUB to purchase items with operational funds. The object code for items purchased with UPAC-allocated operational funds is 60641.

Operational Funding Information

- UPAC provides **\$50.00** per academic year towards recognized student organizations’ operating expenses.
- Student organizations are limited to the submission of one (1) operational request per academic year.
- All requests for operational funds must be submitted by the last day of classes of the fall semester.
 - Exceptions exist only for student organizations that are not granted recognized status until the spring semester.
- Student organizations must abide by all UPAC policies.
- Funds allocated towards student organizations’ operational expenses can be used during the Fall & Spring semester, and must be expensed no later than the last day of classes of the Spring Semester. Any remaining funds will be returned to UPAC at the close of the fiscal year.
- For questions or clarification regarding the use of these funds please contact the UPAC office (208 HUB-Robeson Center).
- Examples of valid expenditures include:
 - Advertising (elections, recruitment, events)
 - Office Supplies (paper, pens, markers, etc.)
 - Postage (stamps, special mailings)
 - Copying (flyers, minutes, handbills, tickets, etc.)
- These funds CANNOT be used towards:
 - Event expenses
 - Travel expenses
 - The purchase of equipment, food or beverages