Internal Budget Instructions

Step 1: Make a copy of the internal budget template by clicking the link

Step 2: Enter your E-Board members' names into the "Purchaser" dropdown

Step 3: Enter the names of your line items into the "Line Items" dropdown

Step 4: Enter the amount SGA allocated your CSO for the fiscal year where it says "*Enter Initial Amount Here*"

Step 5: Navigate to the "Running Line Item Totals" and enter the names of your line items into the "Line Items" dropdown

Step 6: Enter the amount that SGA allocated to you for each line item under "Allocation"

Step 7: Navigate to the "Reallocations" page and enter the names of your line items into the "Original Line Item" and "New Line Item" dropdowns

Note: The amount remaining column will automatically calculate once the amount spent is entered. For any questions, reach out to sga.finance@slu.edu.