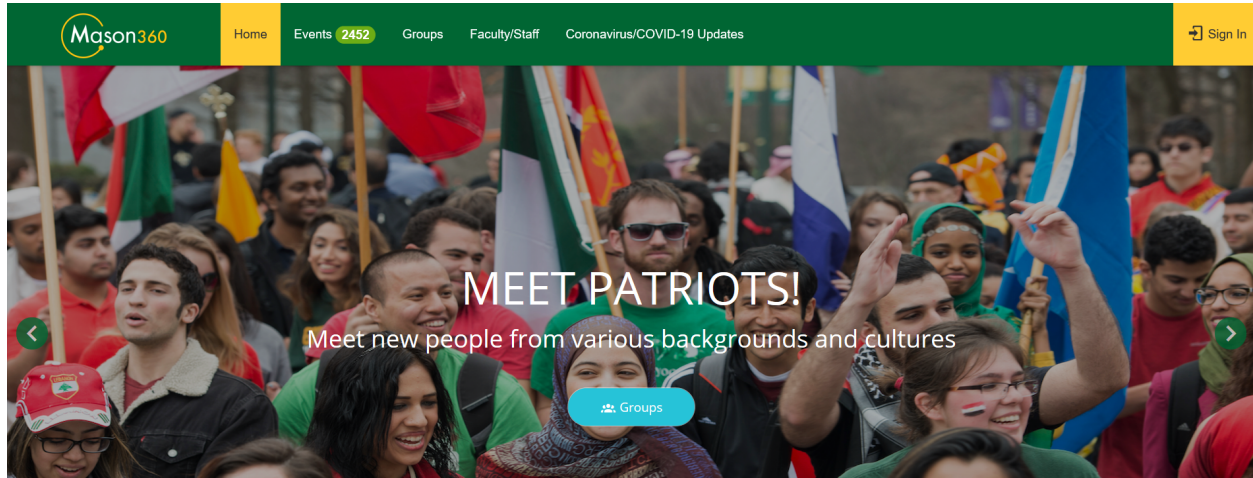
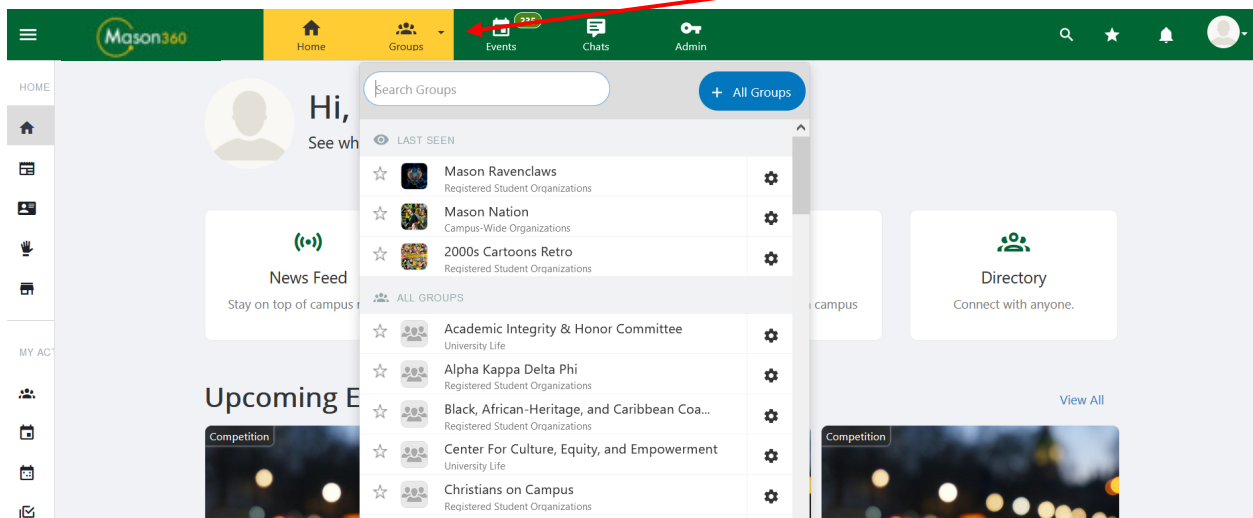


## How to Submit an RSO Spending Request on Mason360

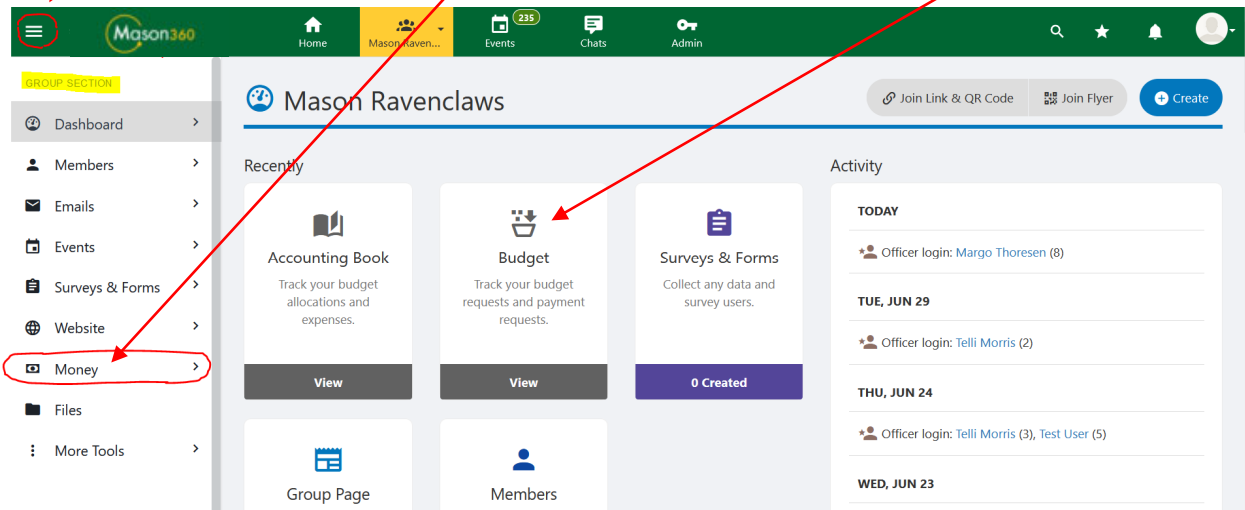
1. Open the web browser of your choice.
2. Go to the Mason360 homepage (<https://mason360.gmu.edu/>) and click “Sign In” in the upper right hand corner.



3. Sign in using your Mason credentials (Net ID and password). You may also need to set up a secure connection, using the VPN two-factor authentication (<https://its.gmu.edu/service/virtual-private-network-vpn/>).
4. Click on the “Groups” drop-down menu and type your RSO name in the “Search Groups” field or scroll through the menu to find and select your RSO.



- When you are on your RSO's profile page, either scroll down to find and click on "Budget" – OR – select the menu icon (upper left hand corner) to open up your RSO's "Group Section." From the "Group Section," select "Money" and then "Budget."



- On your RSO's Budget, you can view your current SFB allocations and their approval status.

The screenshot shows the 'Budget - Mason Ravenclaws' page. It displays a table of budget items with columns: Name, Total Funds Requested, Financed By Group, Requested, Approved, Notes, and a 'Request Payment' button. The table lists three items: 'Yule Ball', 'Wizard Tournament', and 'Wizard Tournament'. Each item has a 'Request Payment' button next to it. Red arrows point to the 'Request Payment' buttons and the 'Budget' card from the previous screenshot.

ID	REQUEST	NAME	Total Funds Requested	Financed By Group	Requested	Approved	Notes	ID	CREATE DATE	TOTAL PAYMENT REQUESTED	FROM APPROVED	FROM GROUP FUNDS	REMAINING BALANCE
45	Yule Ball	Decorations	100.00	0.00	100.00	100.00			2021-11-10 10:00	100.00	0.00	0.00	100.00
		Catering/Food	3,000.00	0.00	3,000.00	3,000.00			2021-11-10 10:00	3,000.00	0.00	0.00	3,000.00
		Entertainment (e.g. DJ, Novelties)	1,000.00	0.00	1,000.00	1,000.00			2021-11-10 10:00	1,000.00	0.00	0.00	1,000.00
		<b>Total</b>	<b>\$4,100.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>	<b>4,100.00</b>			<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>

- a.) To spend the SFB money that your RSO has been allocated for an expense or to use a combination of SFB money and SGR, click "Request Payment" next to the item.

The screenshot shows the 'Budget - Mason Ravenclaws' page. It displays a table of budget items with columns: Name, Total Funds Requested, Financed By Group, Requested, Approved, Notes, and a 'Request Payment' button. The table lists three items: 'Yule Ball', 'Wizard Tournament', and 'Wizard Tournament'. Each item has a 'Request Payment' button next to it. Red arrows point to the 'Request Payment' buttons and the 'Budget' card from the previous screenshot.

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		Catering/Food	3,000.00	0.00	3,000.00	3,000.00			2021-11-10 10:00	3,000.00	0.00	0.00	3,000.00
		Entertainment (e.g. DJ, Novelties)	1,000.00	0.00	1,000.00	1,000.00			2021-11-10 10:00	1,000.00	0.00	0.00	1,000.00
		<b>Total</b>	<b>\$4,100.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>	<b>4,100.00</b>			<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,100.00</b>

b.) To use only your self-generated revenue (aka Group Funds) to pay for an expense, go to the top of your RSO Accounting Book and click on the link to the RSO Spending Request form. Then skip to step 9 (below).

To submit an RSO Spending Request, using your "Group Funds" (self-generated revenue (SGR), please click [here](#).

Accounting Book				
Budgets	Allocations/Revenues	Expenses	Balance	
Student Funding Board Budget 2020-2021	\$1,150.00	\$650.00	300.00	
Group Funds	\$575.00	\$150.00	\$425.00	
<b>Total</b>	<b>\$1,725.00</b>	<b>\$800.00</b>	<b>\$925.00</b>	

Transactions (9)										
#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
1	Timberland Tournament travel - #4860 Feb 3, 2022	Margo Thoresen Mason Ravensclaws	Student Funding Board Budget 2020-2021	-	-	Payment into Online Payment Gateway	-	Approved	-	\$500.00
2	Quidditch Practice snacks & beverages - #4858 Feb 3, 2022	Margo Thoresen Mason Ravensclaws	Student Funding Board Budget 2020-2021	-	-	Payment into Online Payment Gateway	-	Approved	-	\$150.00
3	SFB allocation - Twiztard Conference travel costs - #4233 Dec 1, 2021	Margo Thoresen Mason Ravensclaws	Student Funding Board Budget 2020-2021	-	Other Revenue	-	-	Completed	\$1,000.00	-
4	SFB allocation - Quidditch Match food/beverages - #4248 Oct 31, 2021	Margo Thoresen Mason Ravensclaws	Student Funding Board Budget 2020-2021	-	-	-	-	Completed	\$150.00	-
5	2021-2022 Mason Ravensclaws membership - #3055 Sep 1, 2021	Margo Thoresen Mason Ravensclaws	Group Funds	Luna Lovegood	Membership Fees	-	-	Completed	\$25.00	-

8. On the pop-up window that appears, follow the instructions and then click "Save."

Payment/Budget Request

You are about to initiate an RSO spending request. Before you do so, please ensure you have enough funding (either SFB or SGR) to cover the full cost of your expense.

Step 1: Select "RSO Spending Request" from the drop-down menu as the **Transaction Type**.

Step 2: List the name of the event and expense type (e.g., Yule Ball catering) under **Description**.

Step 3: Select "Expense" from the drop-down menu as the **Revenue/Expense**.

Step 4: List the amount of SFB funding actually **spent** (not allocated) towards this expense under **From Allocated**. (List "\$0" if SGR is paying for the entire cost.)

Step 5: List the amount of self-generated revenue (SGR) that your RSO wants to use towards this expense under **From Group Funds**. (List "\$0" if SFB funding is paying for the entire cost.)

Catering/Food  
Budgeted: \$57.66 > Requested: \$57.66 > Allocated: \$57.66  
Remaining: \$43.18

DETAILS

Transaction Type
- Select -

Description

Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense
Expense

From Allocated
\$

Numbers only

From Group Funds
\$

0

Numbers only  
Use funds from your group money balance

Close
Next

9. You will be brought to the RSO Spending Request form. Select one of the spending methods (e.g., Purchase Order / Pcard, Reimbursement, On-Campus Charging, Honorarium, or Journal Voucher) for your expense. If you are not sure, select “I have absolutely no idea!” to answer a series of questions, which will bring you to the correct spending method.

**RSO Spending Request** [Edit] [Copy Link]

Select the spending method for your expense.\*

- ☐ Purchase Order (PO) / Purchasing Card (Pcard)
- ☐ Reimbursement (including Travel)
- ☐ On-Campus Charging
- ☐ Honorarium
- ☐ Journal Voucher (JV) Transfer
- ☒ I have absolutely no idea!

(To learn more about the RSO spending methods, please review the [Fiscal Management: Spending](#) video or refer to this [RSO Spending Method](#) cheat sheet.)

By answering a few questions, we can help you determine the appropriate spending method for your expense. Let's get started!

Select an expense type.\*

- ☐ Catering / Food & Beverages
- ☐ Corner Pocket
- ☐ Entertainment (professional speakers, DJs, musicians, artists)
- ☐ Event Services
- ☐ Guest Speaker (honorarium)
- ☐ Membership Dues (SGR only)
- ☐ Parking
- ☐ Police / Security
- ☐ Printing
- ☐ Promotional Items
- ☐ Registration Fee
- ☐ Software / Website
- ☐ Student Event Supplies
- ☐ Travel
- ☐ T-shirts (SGR only)
- ☐ Other

10. When navigating through the form, use the “<<Back” and “Next >>” buttons (located at the bottom of the Mason360 form) instead of the internet browser’s back button.

**RSO Spending Request**

On-Campus Charging

**PURPOSE:** To pay a Mason office (Corner Pocket, Event Services, Mason Catering, Parking Services, Police Services, and/or Print Services) for a good or service provided to your RSO.

**INSTRUCTIONS:** Your RSO may provide its organization code to certain on-campus offices to “charge” goods and services directly to its budget.

Which Mason office is providing the good or service that you need to pay for?\*

- ☐ Corner Pocket
- ☐ Event Services
- ☐ Mason Catering (Godexo)
- ☐ Parking Services
- ☐ Police Services
- ☐ Print Services (Print Hub)

<< Back      Save As Draft      Next >>

11. Useful information, such as the “Purpose” of the spending method, “Instructions,” and any “Additional Information,” is provided at the top of each spending method’s page. Please read these sections carefully.

**RSO Spending Request**

**Purchase Order (PO) Request Form**

**PURPOSE:** To pay for expenses that cost \$5000 or more and to pay for contractual and/or entertainment expenses.

**INSTRUCTIONS:** Fill out and submit this spending request *at least 5 business days* before the purchase order is needed. If approved, a copy of the purchase order will be sent via email to the requestor, who is then responsible for providing the vendor with a copy of the purchase order and informing them that an invoice (referencing the EP number listed on the purchase order) must be emailed to Accounts Payable at [acctpay@gmu.edu](mailto:acctpay@gmu.edu) in order to receive payment in net 30 days. (For more information, search "purchase order (PO)" on the [RSO Self-Service Center](#).)

**ADDITIONAL INFORMATION:**

- The purchase order must be issued *prior* to the receipt of a good or service.
- Once a purchase order has been issued, its amount cannot be revised without prior permission.
- Purchase orders may not be used to purchase prohibited items (i.e., alcohol, gifts, gift cards, personal items, etc.).
- The purchase of promotional items, printing, and t-shirts must be done through a university-approved vendor. (Search "approved vendors" on the [RSO Self-Service Center](#) for a list of vendors approved by Mason.)

12. After you have completed the RSO Spending Request form, click “Submit” to have it sent to the Student Involvement budget team for processing. (Exception: In the case of on-campus charging, you don’t need to submit the form. Instead, follow the instructions listed on the page to pay the on-campus vendor.)

**RSO Spending Request**

Reimbursement Request Form

**PURPOSE:** To request a reimbursement for an out-of-pocket expense, including travel.

**INSTRUCTIONS:** Fill out and submit this spending request along with copies of the itemized receipt(s) within 45 days of the purchase or travel return date. The reimbursement payment will be sent via direct deposit or mailed to the payee's current address in PatriotWeb. (For more information, search "reimbursement" on the [RSO Self-Service Center](#).)

**ADDITIONAL INFORMATION:**

- Only Mason faculty, staff, and students may seek reimbursement.
- Virginia sales tax is not reimbursable; therefore, you will need to obtain (from [sibudget@gmu.edu](mailto:sibudget@gmu.edu)) a copy of Mason's tax-exempt certificate to provide to the vendor upon payment (check-out).
- Prohibited items (i.e., alcohol, gifts, gift cards, personal items, etc.) are not reimbursable.
- The credit card receipt is not considered an itemized receipt.
- If your receipt does not clearly show payment details, then you will need to submit additional proof of payment (i.e., a copy of the front and back sides of a cashed check or a copy of the credit card or bank statement, showing the charge for the transaction).
- The purchase of promotional items, printing, and t-shirts must be done through a university-approved vendor. (Search "approved vendors" on the [RSO Self-Service Center](#) for a list of vendors approved by Mason.)
- Due to tax implications, RSO members must pay for their own travel expenses (including conference registration fees) and seek reimbursement afterwards. [TRAVELING](#)
- Reimbursement requests submitted for group travel expenses will be denied. (For more information, search "travel" on the [RSO Self-Service Center](#).)
- Each payee must fill out a separate reimbursement request form.

Is the reimbursement for travel? ☐ Yes ☐ No

**Payee Information**

Payee Name \*

This is the name of the RSO member who paid for the expense(s) and/or traveled.

G Number \*

Payee's Mason ID number (Only Mason faculty, staff, and students may seek reimbursement.)

Is the payee currently employed by Mason as faculty, staff, or graduate assistant? ☐ Yes ☐ No

If "yes," please email [sibudget@gmu.edu](mailto:sibudget@gmu.edu) for additional reimbursement instructions.

**RSO Information**

RSO Name \*

Organization Code \*

Is another RSO contributing funds to the cost of this expense? ☐ Yes ☐ No

Are you the RSO Budget and Reimbursement? ☐ Yes ☐ No

[Back](#) [Save As Draft](#) [Submit](#)

If you have any questions, please email [<sibudget@gmu.edu>](mailto:sibudget@gmu.edu).