How to Submit an RSO Spending Request on Mason360

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



- 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.



5. 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."

	¥						
	Mason 34	60	Home Mason Kaver	Events Chats	C-T Admin		a \star 🌲 🌖
GRO	Dup section Dashboard	>	Mason Rave	nclaws		S Join Link & Q	R Code 🔡 Join Flyer 🔶 Create
:	Members	>	Recently			Activity	
\geq	Emails	>	B ÍI	24 A	Ê	TODAY	
	Events	>/	Accounting Book	Budget	Surveys & Forms	* Officer login: Ma	rgo Thoresen (8)
Ê	Surveys & Forms		Track your budget allocations and	Track your budget requests and payment	Collect any data and survey users.	TUE, JUN 29	
•	Website	>	expenses.	requests.		* Officer login: Tell	i Morris (2)
	Money	·)	View	View	0 Created	THU, JUN 24	
	Files					* Officer login: Tell	i Morris (3), Test User (5)
1	More Tools	>	Group Page	Members		WED, JUN 23	

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

😽 Budget -	Mason Ravenclaws					·						8100	A Settings III View	All Groups
Start loding land	kaper 2000-2021 V			/									Filter By Mason R	andans V ± Download Report
	Radiony Group officers cars, at the EAAS TASE, submit budget registers and require groupers, an	g Funding	istory approximation among	npattal						Ne budget regy	Budget and approxile payments an be made anymore.			
Totals \$5,300.00 Ands Needed	\$5.300.00 ^N orman			\$5,250.00 Approved				-\$650.1 Payment	00 Nequena			-\$650.00 Payments Appr	ned	
Mason Ravenclaws								_	K					
	Yele Ball / B	BUDDET ITEM 8	Iblai Funds Needed	Financed By Group	Requested	APPROVAL	Notes	•	PAYMEN	IID Create Date	Ital Payment Requected	Prom Approved	From Group Funds	Remaining Balance
	formal denot held on the exeming of Yulik (the pegan vinter solator / Onternas celebrator) of a Trintzert Tourn ment (sea Solandtsed By	Cessing Red The Report to	100.00	0.00	100.00	100.00 /	•	•		Repeat Payment Neprest Payment				
	Init Mane May 12 1001 101 W Former Databas Wagnant's Group Hall	Entertainment la o. Cis. Noveltical The New Sector	1.000.00	0.00	1.000.00	1.000.00 /	٠	•		Teigrant Peymont	50.00	50.00	50.00	54,100,00
	C Dec 21, 2021 - Dec 22, 2021 db. 500 Form													
	Trivitzard Tournament 🗸 🗉	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	o		ato Create Date	Ital Payment Requested	From Approved	From Group Funds	Remaining Balance
	Magical constant hald between the three largest vicenting achoos of Europe Submitted By	Traval Costs	1,000.00	0.00	1,000.00	1,000.00 /	•	•	•	PABLO Peo II 2022	-600.00	-600.00	0.00	600.00 ·
	ref zero za ne Venno Guella Venno Guella Gover 2, 2010 - 2011 Gover 2, 20	Total	\$1,000.00	\$0.00	\$1,000.00	1,005.00				Total	- 5500.00	-5500.00	\$0.00	\$500.00
	Quiddich Practice	Name	Tole: Punds Needed	Pinanoed By Oroup	Requested	Approved	Notes	٥		RD Create Date	Teles Payment Requested	From Approved	From Group Funds	Remaining Relation
	Game practice before Quilability match between Macon Reconduce and Bythems. Solamitted By	Catering/Road	200.00	0.00	200.00	160.00 /	0	•	•	Pre 1, 2022	-190.00	-193.00	0.00	0.00
	April: 2021 39 AP Fouri Standard O on 11. 2021 Set	Total	\$200.00	50.00	\$200.00	150.00				Total	-\$150.00	-\$150.00	50.00	50.00
	Paren Districting Repart Form													

7. 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.

Mason Rav	ndaws													
#ID	#ID REQUEST		BUDGET ITEMS						PAYMENTS - Approve Requests					
48	Yule Ball	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	0	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	
	Formal dance held on the evening of Yule (the pagan winter solstic e / Christmas celebration) of a Triwizard Tournament year	Decorations	100.00	0.00	100.00	100.00 🖍		•	Request Pa	yment				
	Submitted By	Catering/Food Three Broomsticks	3,000.00	0.00	3,000.00	3,000.00 🖌		•	Request Pa	yment				
	Event Details	Entertainment (e.g. DJs, Novelties) The Weird Sisters	1,000.00	0.00	1,000.00	1,000.00 🖌		•	Request Pa	yment				
	Dec 21, 2021 - Dec 22, 2021	Total	\$4,100.00	\$0.00	\$4,100.00	4,100.00			Total	\$0.00	\$0.00	\$0.00	\$4,100.00	
	Form SFB Funding Request Form													

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 su	To submit an RSO Spending Request, using your "Group Funds" (self-generated revenue (SGR), please click here.													
11	LAccounting Book											dmin Only)		
Budge	ets			Al	ocations/Revenues		Balance							
Stude	nt Funding Board Budget 2020-2021				\$1,150.00		\$650	.00				500.00		
Group	p Funds				\$575.00	\$150.00					\$425.00			
Tota	I				\$1,725.00		\$800.	00				\$925.00		
Sear	Image: Transactions (9) Search Transactions (9) Search Transactions (9) Image: Comparison of the transaction Type - v Image: Comparison of the transacting transaction Type - v <tr< th=""><th>v te Report</th></tr<>									v te Report				
-	Item Name		Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status		Credit	Debit		
0	Feb 3, 2022	<i></i>	Margo Thoresen Mason Ravenclaws	Student Punding Board Budget 2020-2021			Payment into Unine Payment Gateway		Approved	~		\$500.00		
2	Quidditch Practice snacks & beverages - #4858 Feb 3, 2022	/1	Margo Thoresen Mason Ravenclaws	Student Funding Board Budget 2020-2021	-		Payment into Online Payment Gateway		Approved	v		\$150.00		
8	SFB allocation - Trivitarding Conference travel costs - #4253 Dec 1, 2021	/=	Margo Thoresen Mason Ravenclavs	Student Funding Board Budget 2020-2021		Other Revenue			Completed	v	\$1,000.00			
0	SFB allocation - Quidditch Match food/beverages - #4248 Oct 31, 2021	28	Margo Thoresen Mason Ravenclaws	Student Funding Board Budget 2020-2021	•	¥.			Completed	~	\$150.00			
G	2021-2022 Mason Ravenclaws membership - #3055 Sep 1, 2021	/1	Margo Thoresen Mason Ravenclaws	Group Funds	Luna Lovegood	Membership Fees		e -	Completed	~	\$25.00			

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

Transaction Type *Transaction Type *Transaction Type *Transaction Type <th>Bourmont/Pud</th> <th>ret Request</th> <th>- </th>	Bourmont/Pud	ret Request	-
Xou are about to initiate an RSO spending request. Before you Xou are about to initiate an RSO spending request. Before you 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 amount of SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expense under From Worket d. (List "30" // SFB funding actually spent (not allocated) towards this expe	Payment/Budg	get Request X	/
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 Microardel. (List" SO' if SFB 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" SO' if SFB funding 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" SO' if SFB funding 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" SFB funding is paying for the entire cost.) Step 5: List the amount of self-generated revenue step 5: det	You are about do so, please e SGR) to cover t	to initiate an RSO spending request. Before you nsure you have enough funding (either SFB or he full cost of your expense.	
<pre>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 Nilocated. (List "SO'II 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 "SO'II SFB funding is paying for the entire cost.) attering/Food water is 57.65 • Requested 57.65 • Allocated 557.66 tomaining 543.18 DETAILS</pre>	Step 1: Select "RSO Spen	ding Request" from the drop-down menu as the Transaction Type.	
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 Niocated. (List "SO" // SSR 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 "SO" // SFB funding is paying for the entire cost.) Step 5: Site 5: 56 > Allocated: 557.66 > Allocated: 557.66 Kemaining: 543.18 DETAILS • Transaction Type	Step 2: List the name of t	he event and expense type (e.g., Yule Ball catering) under Description.	
Step 4: List the amount of SFB funding actually spent (not allocated) towards this expense under From Miocated. (List "SO": #SGPR is paying for the entire cost.) Step 3: List the amount of SEB funding is paying for the entire cost.) Catering/Food Wegeted: ST: 66 > Allocated: ST: 66 > Allocated: ST: 66 > Miocated: ST: 66 > Minocated: ST: 66 >	Step 3: Select "Expense" f	rom the drop-down menu as the Revenue/Expense .	
Step 5: List the amount of self-generated revenue (SGR) that your RSO wants to use towards this expense under From Group Funds. (List' 'SO''! / SFB funding is paying for the entire coal.) Catering/Food Nuclear: 557.66 > Alocated: 557.66 >	Step 4: List the amount o Allocated. (List "\$0" if SC	f SFB funding actually spent (not allocated) towards this expense under From 3R is paying for the entire cost.)	
Catering/Food Judgested: 557.60 × Allocated: 557.60 Remaining: 543.18 DTALS * Transaction Type Select- * Description Ecfood, markating materials, travel expenses, etc AMOUNT Revenue/Expense Epense Epense * From Allocated S * From Group Funds S Numbers only * From Group Funds S Numbers only Use funds from your group money balance	Step 5: List the amount o under From Group Fund	f self-generated revenue (SGR) that your RSO wants to use towards this expense s. (List "\$0" if SFB funding is paying for the entire cost.)	
DETAILS * Transaction Type * Description Ec: food, marketing materials, travel expenses, etc MOUNT Revenue/Expense Expense Expense Expense Expense * From Allocated * From Allocated * From Group Funds * D Numbers only Use funds from your group money balance	Catering/Food Budgeted: \$57.66 > Requested: \$ Remaining: \$43.18	57.66 > Allocated: \$57.66	
* Transaction Type Select- Bescription Ec: food, markateling masselials, travel expenses, etc MOUNT Revenue/Expense Expense Expense From Allocated S Numbers only From Group Funds S O Numbers only Use funds from your group money balance	DETAILS		
	* Transaction Type	- Select - V	
	* Description		
AMOUNT Revenue/Expense Espense From Allocated S I Numbers only From Group Funds S O Numbers only Uta funds from your group money balance		Ex: food, marketing materials, travel expenses, etc	
Revenue/Expense Epense Image: Comparison of the second of the secon	AMOUNT		
From Group Funds S O Numbers only Use funds from your group money balance	Revenue/Expense	Expense	
* From Group Funds S 0 Numbers only Use funds from your group money balance	* From Allocated	2	
* From Group Funds § 0 Numbers only Use funds from your group money balance		Numbers only	
Numbers only Use funds from your group money balance	* From Group Funds	\$ 0	/
Use tuinds from your group money balance		Numbers only	/
		Use funds from your group money balance	

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.

Select the spending method for your expense.*	Purchase Order (PO) / Purchasing Card (Poard) Painthumonation for the second
	C Reimbursement (including Travel)
	O Uncampus Charging
	Inumal Version (IN) Transfer
	Journal voluciel (sv) manster
	To learn more about the NSO spanding methods, please review the Fiscal Management: Spanding video or refer to this RSO Spanding Method cheat sheet.)
nswering a few questions, we can h	elp you determine the appropriate spending method for your expense. Let's get started
Select an expense type.*	Catering / Food & Beverages
	O Corner Pocket
	 Entertainment (professional speakers, DJs, musicians, artists)
	O Event Services
	 Guest Speaker (honorarium)
	Membership Dues (SGR only)
	O Parking
	O Police / Security
	O Printing
	O Promotional Items
	O Registration Fee
	O Software / Website
	O 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 Reque	st	
	On-Campus Charging		
	PURPOSE: To pay a Mason office (Corner ocket, Ever RSO.	nt Services, Mason Catering. Parking Services, Police Services, and/or Print Services) for a good or service provided to your	
	INSTRUCTIONS: Your RSO may provide its organizati	ion 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? *	Comer Pocket Event Services	\mathbf{X}
		Mason Catterng (Doesso) Parking Services Police Services	\mathbf{X}
		Print Services (Print Hub)	\sim
			$\langle \rangle$
« 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 S	pending Request		
Purchase Or	der (PO) Request Form		
PURPOSE: To pav	for expenses that cost \$5000 or more and to pa	av for contractual and/or entertainment expe	inses.
INSTRUCTIONS: F be sent via email to EP number listed o information, search	ill out and submit this spending request at lease the requestor, who is then responsible for provious the purchase order) must be emailed to Accouse "purchase order (PO)" on the RSO Self-Service	t 5 business days before the purchase order ding the vendor with a copy of the purchase unts Payable at acctpay@gmu.edu in order e Center.)	r is needed. If approved, a copy of the purchase order will order and informing them that an invoice (referencing the to receive payment in net 30 days. (For more
ADDITIONAL INFO	RMATION:		
 The purchase Once a purch 	order must be issued <i>prior</i> to the receipt of a g ase order has been issued, its amount cannot	lood or service. be revised without prior permission.	
 Purchase ord The purchase Center for a li 	ers may not be used to purchase prohibited iter of promotional items, printing, and t-shirts mus st of vendors approved by Mason.)	ms (i.e., alcohol, gifts, gift cards, personal it st be done through a university-approved ven	tems, etc.). Idor. (Search "approved vendors" on the RSO Self-Service

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.)

	BRSO Spending Reque	st	🕈 Edit 🖉 Copy Link 🏼 🎝 Manage	
	Reimbursement Request Form			
	PURPOSE: To request a reimbursement for an out-of-p	ocket expense, including travel.		
	INSTRUCTIONS: Fill out and submit this spending reque will be sent via direct deposit or mailed to the payee's cu	est along with copies of the itemized receipt(s) within 45 days of the purchase or trave irrent address in Patriot Web. (For more information, search "reimbursement" on the	return date. The reimbursement payment RSO Self-Service Center.)	
	ADDITUDAL INFORMATION 1. Only loading, talf, and ruberts may seek 2. Organisatis tal is ortimized, therefore, you and the seek of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the 2. Organisation of the seek of the seek of the seek of the seek of the 2. Organisation of the seek of the s	Ninhursement. will niede solarn Honn shudgetäiging als.) is oon of Mason 1 sa-earing t and will now how the extension and the solar of a payment 5 a. a oon of the four- sion of the payment of the solar observation of a payment 5 a. a oon of the four- line of the solar observation of the solar observation of the solar both on the solar earing a suitedity approvale reado. Sale of " approvale and the solar on the solar earing a suitedity approvale reado. Sale of " approvale and the solar on the solar earing a suitedity approvale reado. Sale of " approvale and the solar on the solar earing and the solar Sale of the solar Sale of the solar observation of the solar solar observation on the ISO Sale Sale () Yee	face to provide to the vendor upon and last tides of a canhed check or a copy for on the ISO Self-Service Center for a exercise alternation. <u>WARNING</u> envice Center.)	
		○ No		
	Payee Information			
	Payee Name *	This is the name of the RSO member who paid for the expense(is) and/or traveled.		
	G Number*			
	Is the payee currently employed by Mason as faculty, staff, or graduate assistant?*	regist a more of second (out) means and a second s Second second sec		
	RSO Information			
	RSO Name *	- Select Group -	~	
	Organization Code*			
	Is another RSO contributing funds to the cost of this expense? *	○ Yes ○ No		4
« Back Save As I	Draft	1.		Submit

If you have any questions, please email <sibudget@gmu.edu>.