



How to execute a “Request Payment” in Hopkins Groups

Request Payment in Hopkins Groups

Once funding has been approved the approved amount and the “Request Payment” button will be active.

You can then select the appropriate “Request Payment” button and submit your payment request

#ID	REQUEST	BUDGET ITEMS				APPROVAL		PAYMENTS - Approve Requests					
28022	Event/Initiative Name SGA/SAC Funding Request Submitted By Calvin Smith Jr Sep 18, 2020 12:51 AM Blank_Document Form Student Activities Commission Annual Allocation	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
		Independent Contractor & Non JHU Professional Services	100.00	0.00	100.00	100.00				+ Request Payment			
		Event	250.00	0.00	250.00	150.00				+ Request Payment			
		Total	\$350.00	\$0.00	\$350.00	250	<input type="checkbox"/> Done	Total		\$0.00	\$0.00	\$0.00	\$0.00

Request Payment in Hopkins Groups

- Once you click the “Purchase Request” button you will navigate to this screen.

DETAILS

* Payment Type

* Description
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

* From Allocated
Numbers only

* From Group Funds
Numbers only
Use funds from your group money balance

ADDITIONAL INFORMATION

* Receipts

* Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

* Additional Notes

- Fill out the appropriate information and hit “Next”

Request Payment in Hopkins Groups

- You will navigate to the Purchase Request Form.
- You must complete the entire form and submit your signature at the end in order for LEED to process your purchase request.

🏠 Budget & Payment Request Details

📄 Purchase Request Form **DRAFT** [Edit](#) [Copy Link](#) [Manage](#)

Request Details

Request Details

Organization Name *

Organization Category (Click all that apply) *
(Maximum authorized answers: 2)

- SGA/SAC
- Cultural & Identity
- Sports Club
- Graduate Organization
- Whiting School of Engineering Advising
- Programming Board
- Religious and Spiritual
- Fraternity and Sorority Life
- All other RSOs

Cost Center/Internal Order Number *

Purchase Category *

Purchase Request Continued

Once the Purchase Request is submitted, it will show up here on the original approved funding request.

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS - Approve Requests					
27972	<p>Payments</p> <p>SGA/SAC Funding Request</p> <p>Submitted By</p> <p> Calvin Smith Jr Sep 17, 2020 4:04 PM</p> <p>Form</p> <p>Student Activities Commission Annual Allocation</p>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
		Independent Contractor & Non JHU Professional Services	965.00	0.00	965.00	965.00		#2390521	Sep 17, 2020	-965.00	-965.00	0.00	0.00
		Total	\$965.00	\$0.00	\$965.00	965.00	Done	Total		-\$965.00	-\$965.00	\$0.00	\$0.00

How to check your submission status

1. Click Home

2. Click My Surveys

3. View where your submission is in the approval process.

Submission Title	Status	Updated on	Steps
Student Activities Commission Annual Allocation Hopkins Groups	PENDING APPROVAL	Sep 17, 2020 5:28 PM	<ul style="list-style-type: none">Budget ReceivedBudget Reviewed and Amounts AllocatedMoney Transferred
RSO Finance 101 Training 2020 - 2021 Attendance & Evaluation Student Leadership and Involvement		Sep 15, 2020 3:07 PM	
Event Registration Hopkins Groups First General Body Meeting (Sun, Sep 22, 2019 at 8:00pm - 9:00pm)	APPROVED	Aug 26, 2020 8:52 AM	<ul style="list-style-type: none">Submission ReceivedFinal Approval
Event Registration Hopkins Groups Baltimore Mural Tour (Sat, Nov 2, 2019 at 12:00pm - 2:00pm)	APPROVED	Aug 26, 2020 8:50 AM	<ul style="list-style-type: none">Submission ReceivedFinal Approval

Questions or Feedback?

Please contact Student Leadership and Involvement at
RSOFinance@jhu.edu.