



REIMBURSEMENT APPROVALS

Campuslife.upstate.edu

Procedural Steps

- Student Submits a Purchase Request (Reimbursement)
 - Student communicates with Organization President and Treasurer of request
- Treasure Approves the Request

THEN

- President Approves Request

Must be in this order

- Request is then sent to the Office of Campus Activities for final approval and processes the request
- Process for Treasurer and President is in the following few slides

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page/

UPSTATE MEDICAL UNIVERSITY | *Campus Life*

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore SUNY Upstate Medical University

Search Events, Organizations, and News Articles

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Manage

Admin

COVID-19 Tests Available

Tests are available for all Upstate students! Sign up now!


Welcome


Welcome to Engage!
Upstate Student Government is pleased to welcome you to our new student organization management platform! All student org business will be done here!


Training


Stay tune for student organization training with Engage!


Memberships


 Accessible Upstate


 American Association of Neurological Surgeons


 American Medical Association


 American Medical Women's Association

 American Physician Scientists Association

 Anesthesiology Interest Club

 Asian Pacific American Medical Students' Association

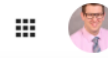
 Association of Native American Medical Students

 Association of Women Surgeons

Organization Access

Click the waffle next to your photo

Choose 'Manage'


















Action Center

Manage your organization content and review submissions.

My Memberships

REGISTER

-  Accessible Upstate
-  American Association of Neurological Surgeons
-  American Medical Association
-  American Medical Women's Association
-  American Physician Scientists Association
-  Anesthesiology Interest Club
-  Asian Pacific American Medical Students' Association
-  Association of Native American Medical Students
-  Association of Women Surgeons
-  Behavior Analysis Studies Class of 2022
-  Behavior Analysis Studies Class of 2023
-  Campus Activities Governing Board
-  Cardiology Club
-  Cardiothoracic Surgery Interest Group
-  Cardiovascular Perfusion Class of 2022

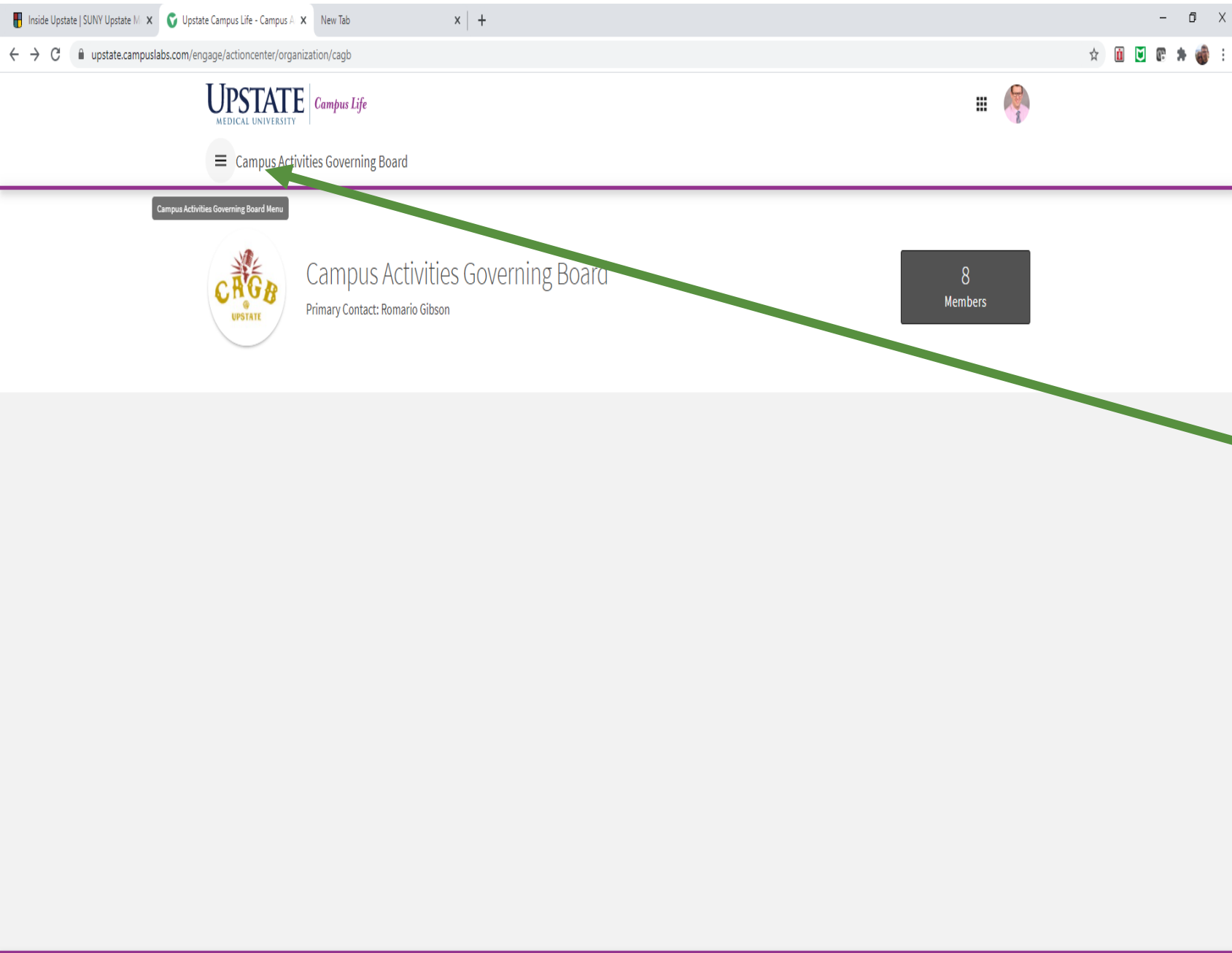
(Showing 1-15 of 94)

SHOW MORE

Select Your Organization

Click on the organization you would like to create the request.

Only organizations where you are a member will appear on this screen



Open the setting menu

Click the 'hamburger' setting menu in the upper left corner next to the organization name

Then choose "Finance"

Purchase Requests

ACCOUNTS CREATE REQUEST

Search

Status All Statuses

Stage All Stages

Category All Categories

Show Only Recently Deleted

All : 1 result Sort by: Submitted Date

Seong Hee Park test	No. 9	Submitted Aug 13, 2021	Status: Unapproved	Stage: Request Submitted	\$ 100.00
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All Results Loaded

Purchase Requests

This screen will show all finance requests and their status/stage

Select the request that needs to be approved



DELETE PRINT

No Unsaved Changes

Purchase Request #9

\$ 100.00

Friday, August 13, 2021 10:20 AM (2 minutes ago)

Submitted By
[Seong Hee Park](#)

Organization
Upstate Student Government

Request Title
test

Request Description
asdf

Additional Questions

Transaction History 0

Stage History 1

Payee Information

Status
Unapproved

Stage
Request Submitted

Category
Food

From Account
USG Activities

Balance
\$ 10000.00

Reviewer Comment

No reviewer comments

Purchase Requests

This screen will show the details of the purchase request selected

Select the drop down stage and choose 'Organization Treasurer Approved'

Press Save

(President chooses their choice AFTER treasurer)



Submitted Requests

Once the request is approved by the organization treasurer and president the request goes to the final stage of the process. The Office of Campus Activities staff gives the request a final approval and processes the reimbursement.

Approval Process

- Checks may take up to a week to process AFTER it is approved by the treasurer and president

Checks

- Students will receive an email for any checks requested to be picked up at the Bursar's Office
- Checks requested to be mailed will be automatically sent once the reimbursement is processed

Invoices

- The procedure is the same for any invoices to be processed

Questions

- All questions, contact the Office of Campus Activities
 - CAB room 202
 - campact@upstate.edu
 - 315.464.5618
- Please see the additional training document regarding what USG funds can be utilized for versus fundraised monies