

WILLIAM & MARY Tribelink

How To Submit a Budget Request

The Tribelink Budgeting module allows organizations to request funding from the Student Assembly or Student Leadership Development. This system allows for better organization of budgets and streamlines the review/approval process. Only members of the organization with access to the Finance function will be able to submit/view budget requests. Make sure your positions have been created and assigned to grant access to the appropriate members. You can learn more about creating and assigning positions through the Tribelink "[Manage Your Roster](#)" guide.

General Information to Access Budgeting

To apply for funding, log into the Tribelink Budgeting System <https://wm.campuslabs.com/budgeting> using your W&M user name and password.

- 1) Once you have logged in, select "My Budget Requests"
- 2) Click the "+Create Request" button
- 3) Select the specific process or budget you are trying to apply for (Activity and Event Fund, Competition Fund, New Student Organization Fund, and Student Activities Fee Annual Budget Fund)

Filling Out Your Budget Request

Please submit your budget request as far in advance as possible, so there is ample time to navigate the entire financial process which includes multiple steps.

Request Details

- Request Owner - From the drop down menu, select the organization for which this request is being submitted
- Request Title - Provide a concise/descriptive name for your request, this should include the name of the event/competition, or general purpose of the request.
- Description - Provide a general explanation/justification for your request

Budget Template

- Find the section of the budget that corresponds with what you need funding for.
- Click the "+Add Item" button to add a line item to your budget request; this will open a pop-up window
 - Line Item Category - Select an option from the dropdown menu
 - Name - identify the item/service you are requesting funding for
 - Description - Provide a description of why the item/service is relevant to your request, please include the vendor/service provider information if applicable (additional information will be required in the Purchase Request submission)
 - Quantity and Cost - Itemize the expense
- Add as many line items as you need for this request
- Submit Your Request!

What Happens After Your Funding Request is Submitted

After you submit your funding request, it will be reviewed by the appropriate individuals/groups. Your request may be sent back for revisions before it is approved; if it is, please make the edits and resubmit as quickly as possible, as to not hold up the process. Once funding requests are approved, the approved allocations will be loaded onto the organization's Finance page within Tribelink. Organizations will be responsible for [submitting Purchase Requests](#) in order to spend the allocated funds.



Additional Questions?

If there are any questions please contact the Financial Operations Specialist at ctspady@wm.edu.