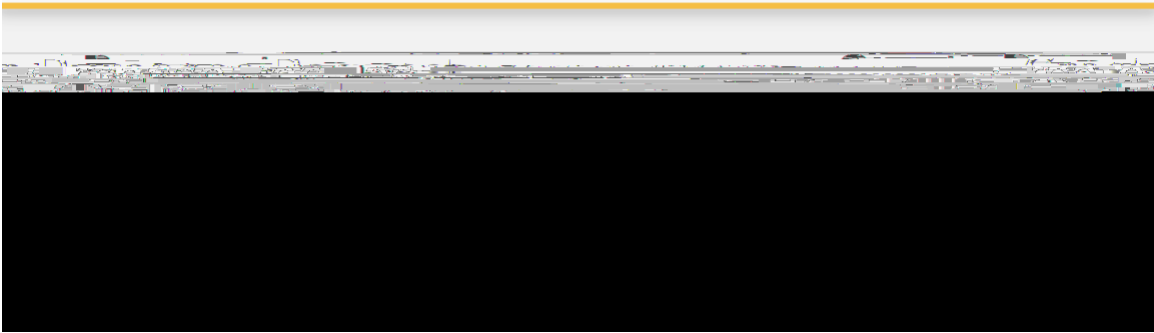


USER GUIDE
FY22 RSO PURCHASE



8. Once you have selected the appropriate budget, you will need to associate your Purchase Request to an already approved Line Item. To do this, please select to which available Line Item this purchase should be charged.



9. Complete the required fields in the Request Details section of the Purchase Request form:
 - a. **Subject:** Should be clear and concise, e.g., Cupcakes for Hermit Club Social
 - b. **Description:** Please provide context for your request. This will help the Business Manager process your payment and understand any needs your organization may have for this Purchase Request.
 - c. **Requested Amount:** Enter the total of the current Purchase Request. Owl Life will automatically show you the amount of available funds that remains in the associated Line Item within the Budget.
 - d. **Categories:** Please select the Funding Category that most closely matches the requested purchase.
 - e. **Account:** Please select the corresponding Account from which you will be spending funds (most organizations will only have one Account from which to select).

