

HOW TO CHECK THE STATUS OF YOUR RSO FUNDING REQUEST

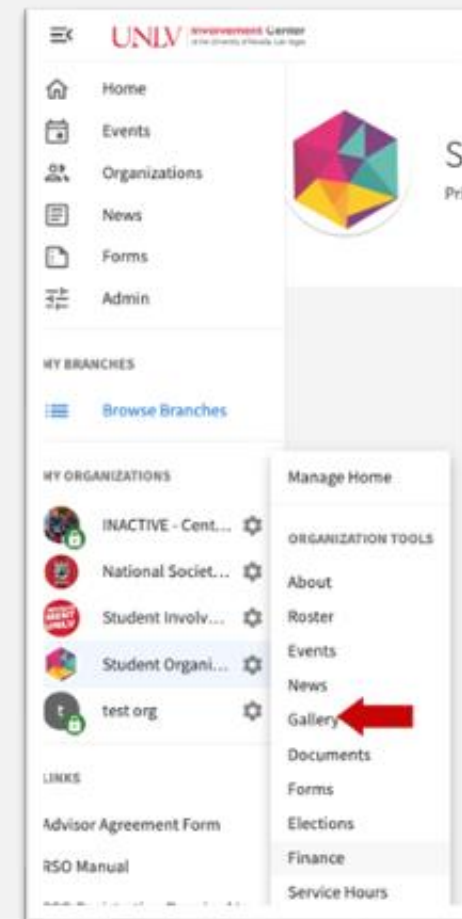
CSUN Ways & Means Committee

NAVIGATE TO YOUR ORGANIZATION'S PAGE

- Visit involvementcenter.unlv.edu
- Click the blue SIGN IN button in the top right corner
- Login using your ACE credentials
- Scroll down to the “Memberships” section and click on your organization
- Click the MANAGE ORGANIZATION button in the top right corner
 - Don't see the MANAGE ORGANIZATION button? That means you are not assigned an officer position in your organization. [Click here](#) for a refresher on how to do this

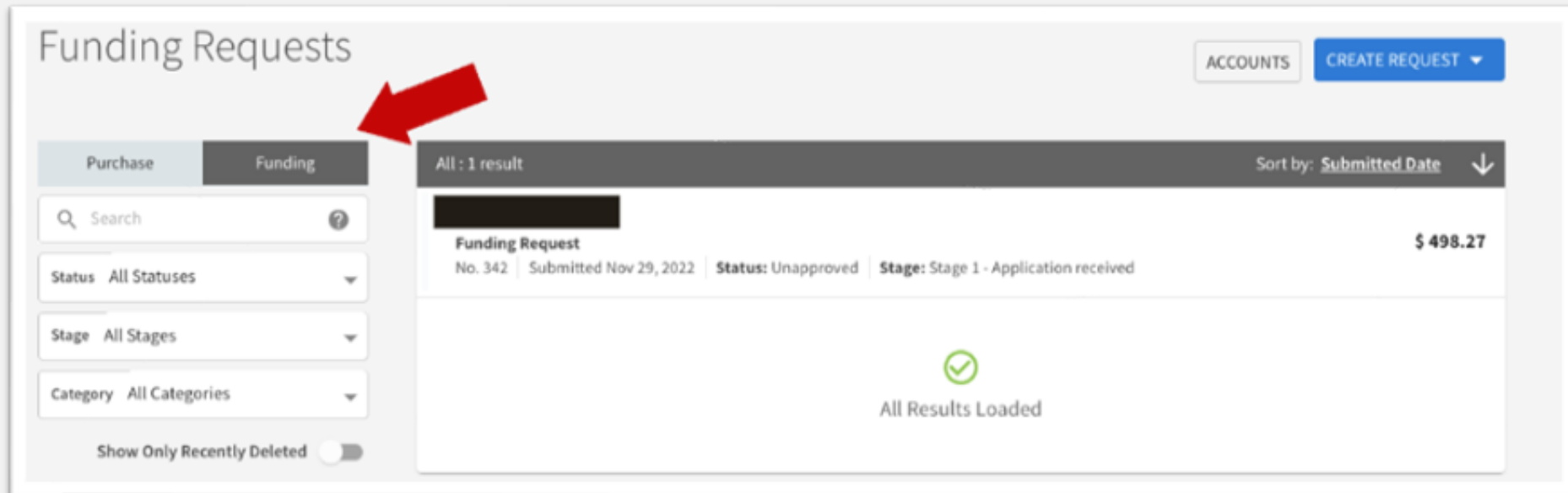
OPEN THE FINANCE PORTAL

- Click the hamburger menu (three vertical lines) in the top left corner
- Click the gear icon next to your organization's name
- Choose Finance from the drop-down menu



FIND YOUR FUNDING REQUEST

- Choose the Funding tab, not the Purchase tab
- Click on the funding request you want to view



The screenshot displays the 'Funding Requests' interface. At the top, there are tabs for 'Purchase' and 'Funding', with a red arrow pointing to the 'Funding' tab. To the right, there are buttons for 'ACCOUNTS' and 'CREATE REQUEST'. Below the tabs is a search bar and three filter dropdowns: 'Status: All Statuses', 'Stage: All Stages', and 'Category: All Categories'. A toggle switch for 'Show Only Recently Deleted' is at the bottom left. The main content area shows 'All: 1 result' and a table with one row. The table header indicates 'Sort by: Submitted Date' with a downward arrow. The table row contains a redacted ID, the text 'Funding Request', and the amount '\$ 498.27'. Below the table, there is a green checkmark icon and the text 'All Results Loaded'.

All: 1 result		Sort by: Submitted Date ↓
[Redacted]	Funding Request	\$ 498.27
No. 342	Submitted Nov 29, 2022	Status: Unapproved Stage: Stage 1 - Application received

EXPLANATION OF FUNDING STATUS

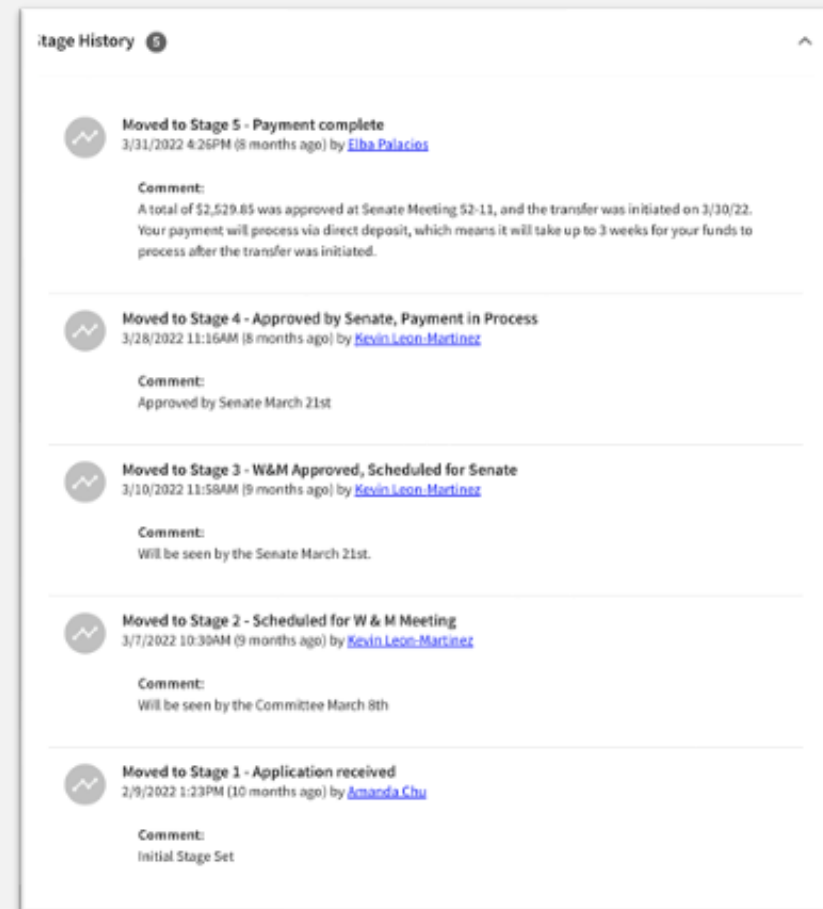
- There are four potential statuses of your application:
 - **Unapproved** – Another way of saying “pending,” your funding request is still being considered but a final decision has not yet been reached nor have funds been disbursed
 - **Canceled** – the process has ended for this application without a decision made on funding; may be used in the case of application error or multiple submissions
 - **Denied** – the Ways & Means committee has denied the funding request
 - **Completed** – another way of saying “approved,” a final decision on the funding request has been reached. If funds were approved, they have been disbursed

EXPLANATION OF FUNDING STAGES

- There are five potential stages of your application:
 - **Stage 1** – your funding request has been received and is under initial review. A committee member will reach out to you if more information is needed to move forward
 - **Stage 2** – your organization has been scheduled to present your funding request to the Ways & Means Committee
 - **Stage 3** – your funding request has been passed through the Ways & Means Committee and your organization is scheduled to present to the Senate
 - **Stage 4** – your funding request has been passed by the Senate. The CSUN Business Manager is currently processing your payment
 - **Stage 5** – funds have been disbursed to your organization

FINDING MORE DETAIL ABOUT FUNDING STAGES

- As your funding request progresses, a detailed update will be available for each stage
- Scroll to the Stage History section of your funding request to view a history of how it has moved through the stages



STILL HAVE QUESTIONS?

Reach out to us at
waysandmeans@unlv.edu

CSUN

UNLVCSUN
STUDENT GOVERNMENT