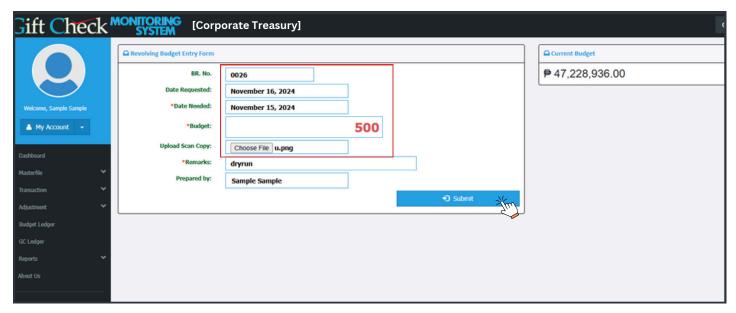# *HOW TO CREATE BUDGET REQUEST*

> ## Treasury Department

1st Step: Click on Transaction in Dashboard then click Budget Request

2nd Step: Fill up Budget Entry Form.
3rd Step: The OR No. and Date Requested is a system generated, fill in the date needed.
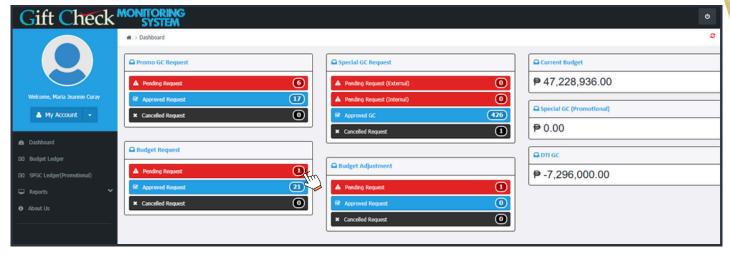**4th Step:** Input the amount of budget needed then click browse to upload the scanned copy for the
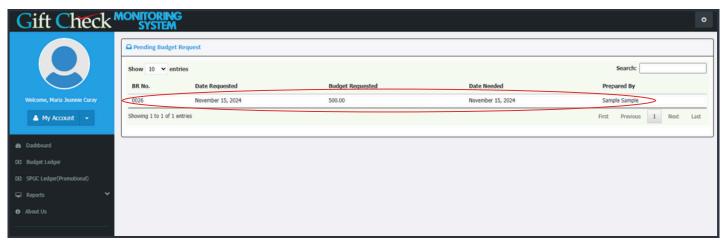**5th Step:** Click on Submit then Yes to finalize the Budget Request.
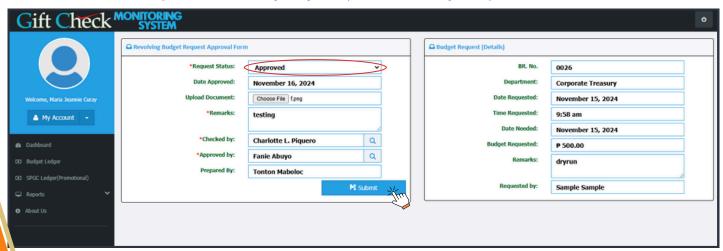
HOW TO APPROVE GC BUDGET REQUEST

▶ **Finance Department**

1st Step: Click Pending Request button under Budget Request module.

2nd Step: To view Pending Budget Request click on Budget Request line.

3rd Step: Fill-up Budget Request Approval Form then click Submit.