

Panther Connect Payment Request Guide

Congratulations on receiving funding from SGA! If you have not yet received funding, please follow the funding request process (outlined in a similar guide). To begin, please navigate back to the budget tab under your group in Panther Connect.

The dashboard features a 'Recently' section with six cards:

- Budget**: Track your budget requests and payment requests. **View**
- Surveys & Forms**: Collect any data and survey users. **0 Created**
- Badges**: Reward your users with custom badges. **0 Badges**
- Events**: All your events, registrations, sales and attendance. **1 Past Events**
- Settings**: Set your group settings to best fit your needs. **Edit**
- Money**: Manage your membership and event revenues. **View**

Once there, you should see an option to request payment.

Totals

\$10.00 Funds Needed	\$10.00 Requested	\$10.00 Approved	\$0.00 Payment Requests	\$0.00 Payments Approved
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University Program Board

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS					
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Create Date	Total Payment Requested	From Approved	Remaining Balance	
21	Academic Year 2024-25 Submitted By Event Details Aug 28, 2024 Form 2024-2025 SGA Funding Application	Food/Drink	10.00	0.00	10.00	10.00				Request Payment			
		Total	\$10.00	\$0.00	\$10.00	10.00		Total		\$0.00	\$0.00	\$0.00	\$10.00

From this step, you will find more instructions on how to proceed with the payment request process.

Please select reimbursement for the transaction type for the time being. Eventually, we hope to have access to a P-Card, but we are still waiting for one as of 8/29/2024. (This guide will be updated once we have one).

If you are hoping to be reimbursed via check, please select reimbursement.

Food/Drink

Budgeted: \$10 > Requested: \$10 > Allocated: \$10
Remaining: \$10.00

DETAILS

* **Transaction Type**

* **Description**
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

* **From Allocated**
Numbers only

With your payment request, please upload itemized receipts that show the last four digits of your credit card number and a description for every item that is purchased. If we do not receive the proper type of receipt, we will have to reach back out to you, and it will take longer to get your check.