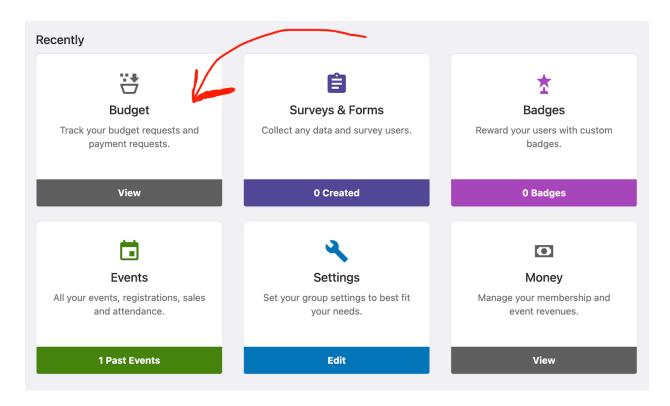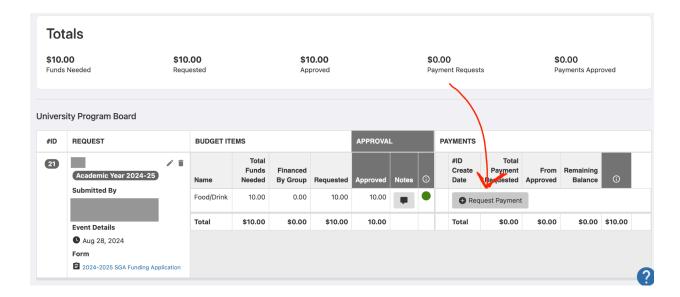# Panther Connect Payment Request Guide

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.
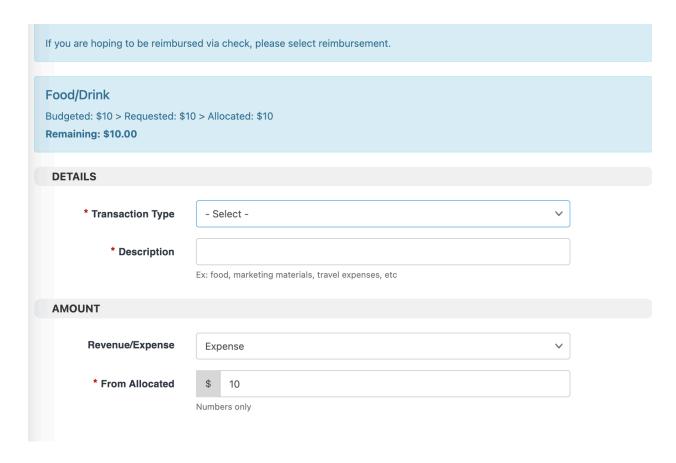

Once there, you should see an option to request payment.

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 | - Select - |
| * Description | |

Ex: food, marketing materials, travel expenses, etc

AMOUNT

| Revenue/Expense | Expense |
| * From Allocated | $ 10 |

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.