

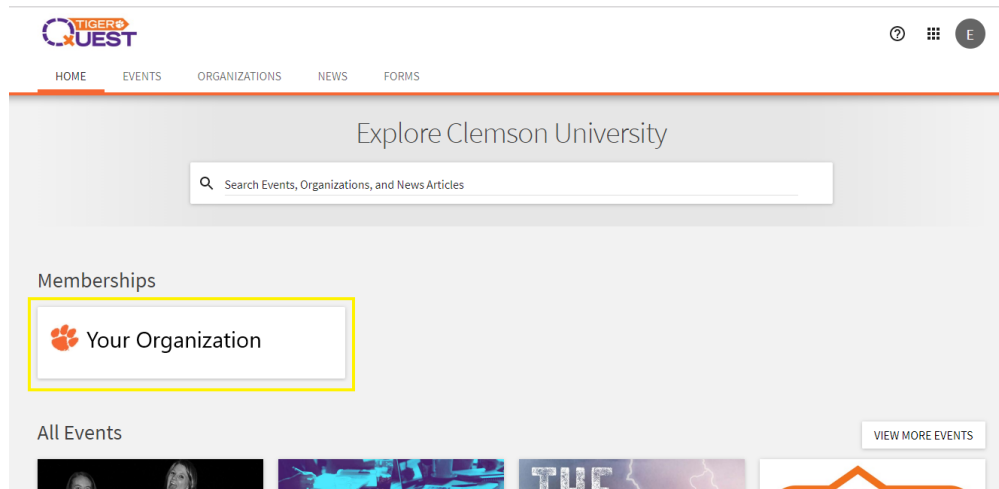
## DSO Advisor Guide to Approving Purchase Requests

*One function of advising a Delegated Student Organization (DSO) is approving purchase requests, because Delegated Student Organizations (DSOs) may request funds from the Student Funding Board.*

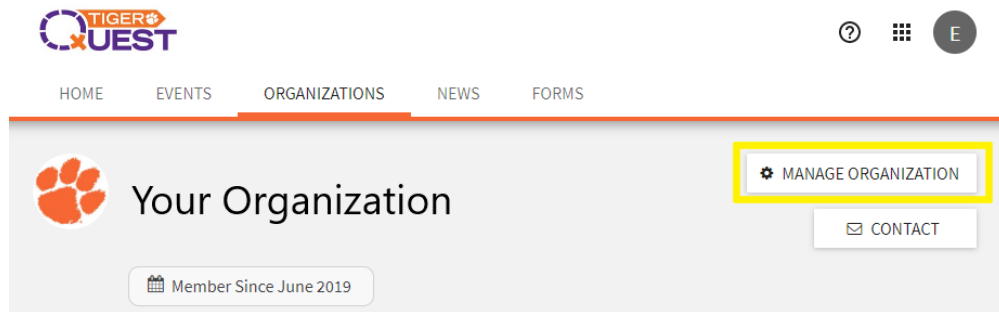
*Once the Student Funding Board grants a funding request, DSOs must submit purchase requests to their advisors to authorize spending funds allocated by the Student Funding Board. The purchase request must be approved by a DSO's advisor before funds may be disbursed to the departmental account associated with the DSO. Purchase requests are not required to be submitted for funds from other sources, like departmental budgets or dues.*

### How to View and Approve Purchase Requests as a DSO Advisor

1. To view the active purchase requests for the organizations you advise, log in to TigerQuest at [clemsun.campuslabs/engage](https://clemsun.campuslabs/engage). Under Memberships, click your organization name.



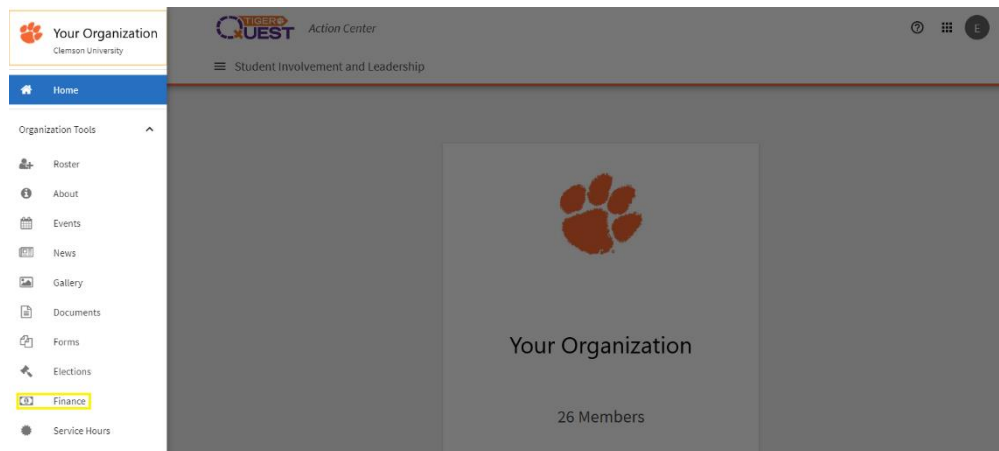
2. Click the **Manage Organization** button.



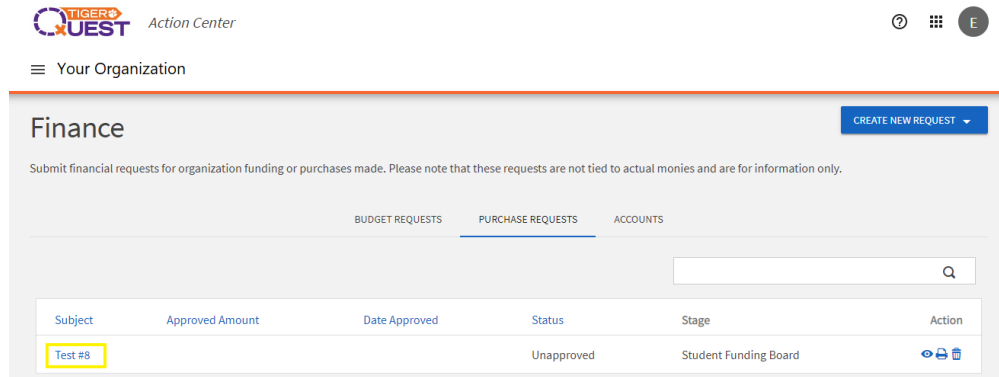
3. Click the button with three horizontal lines to open a list of additional options.



4. Click on the **Finance** button on the left-hand side.

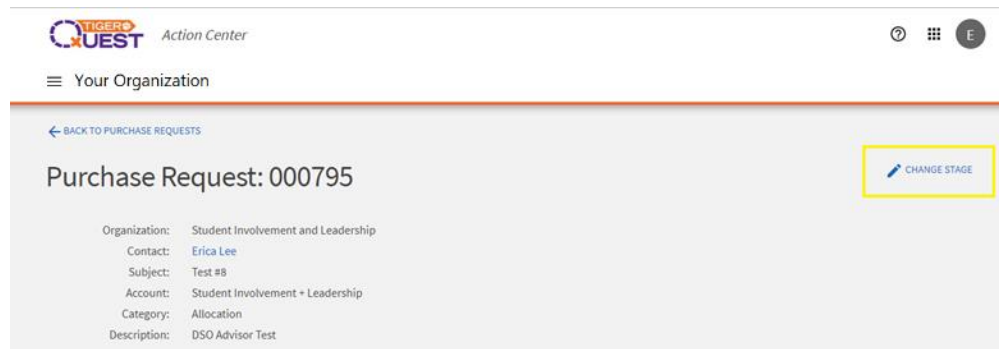


- Click the **Purchase Request** tab, if it is not already selected. In the Purchase Request tab, you will be able to view your organization's previous and current requests. Click on the name of the request. In this example, this name is "Test #8."



- Please check the purchase request for the information your department requires before approving. Note that the **Payee Information** should be left blank, since it is not relevant and will not be reviewed in the process. Only departments may be reimbursed, not individuals.

If you require additional materials or changes before you approve this request, please email your student organization to inform them. If you are ready to approve the purchase request, click on the **Change Stage** button.



- Click the drop-down menu beside **Stage** to select **Advisor Approved**. Then click the **Save** button. Please note that selecting this option will approve the request. This action will then move the request along the workflow to the Student Affairs Business Office for disbursement.

**TIGERQUEST** Action Center

☰ Your Organization

← BACK TO REQUEST

### Change Request Stage

Test #8

Student Funding Board

\*Stage: ISO/IC Grant Approved, ISO/IC Grant Approved, Treasurer Review, **Advisor Approved**

Comment: **Advisor Approved**

**SAVE** CANCEL

Stage History

Date	Stage	Comment	Changed By
8/13/2019	Student Funding Board		Erica Lee

- Once you save your changes to the request stage, these changes will be reflected in the Purchase Requests tab. In the example below, the Stage has changed from **Student Funding Board** to **Advisor Approved**.

**TIGERQUEST** Action Center

☰ Your Organization

CREATE NEW REQUEST

### Finance

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

BUDGET REQUESTS PURCHASE REQUESTS ACCOUNTS

Search: \_\_\_\_\_

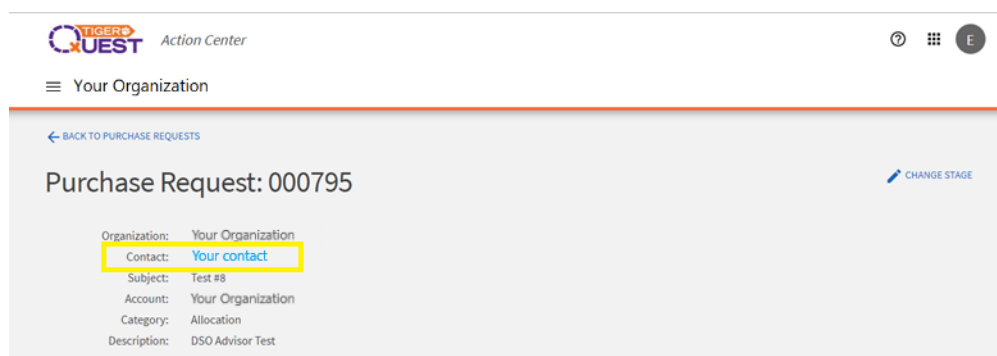
Subject	Approved Amount	Date Approved	Status	Stage	Action
Test #8			Unapproved	Advisor Approved	🔍 🗑️



## Next Steps

Please note that requests must be completed at least 30 days before funds are needed. The DSO will require the chart string number for their on-campus bank account. If this number is incorrect, it may further delay processing.

Once the request is approved by the DSO Advisor, it moves to the Student Affairs Business Office. There, it will be disbursed to the account. Your organization contact will receive an email once the status changes to **Completed**. If you are unsure who your organization contact is, they will be listed in the Purchase Request.



## Future Documentation

Your organization should document all spending and financial records. These records are required for future funding requests for your organization.

## Contact Us

If you have any questions about this process, please contact us at [SIL@clemson.edu](mailto:SIL@clemson.edu) or by making an appointment at [studentinvolvementandleadership.youcanbook.me](http://studentinvolvementandleadership.youcanbook.me)