

1. Verify your student organizations registration status with the SOURCE.
2. Review the FAC Guidelines
3. Complete FAC Training in Blackboard
4. Submit funding request
5. President approves request and moves stage to pending advisor approval by deadline
6. Advisor approves request by deadline
7. FAC Committee reviews requests
8. FAC Advisor allocates funding in mySOURCE
9. If funding is received, review the Now What document for next steps
10. Submit purchase request
11. President approves request and moves stage to pending advisor approval by deadline
12. Advisor approves request by deadline