Clayton State University

Creating Expenditures in Presence

Student Organization Spending Request

Expenditure requests are used to request purchases or payments using your organization's available funds. Use this guide as a reference for submitting an expenditure request through Presence.

Step 1: Access Presence Finance

Log into Presence (clayton.presence.io)

- Click the profile icon in the upper right corner.
- Open the Admin Dashboard.
- Select the Finance icon ($) from the left navigation.
- In the upper-right corner, click the drop-down menu titled CREATE.
- Select Expenditure from the CREATE drop-down menu.

Step 2: Complete the Expenditure Form

- Details Section
  - The Title field should be listed as the name of the event, travel expense, or operational need (example: Regional Conference Registration or Toga Jam).
  - Select your organization
- Expenditure Items Section
  - The Title field should be listed as the name of the event, travel expense, or operational need plus the expenditure type (example: Regional Conference- Registration or Toga Jam-DJ).
  - For the Budget field, select the appropriate BUDGET for items to be expended from. (Events, Travel, or Operations)
    - To view all available budget options, click the + icon next to the Budget field
  - For retail and food purchases, the following are required
    - Amazon: Create a wish list and add the link in the Amazon Wishlist Field
    - Walmart, Publix, and food retailers: Upload the P-card request form with links and quantities for the items needed.
  - If applicable, complete the Vendor field. This section should be completed if you are requesting items from a company that is not a retail or food provider (i.e., rentals, DJ services, Graphic Designer, etc.).
    - Upload the following documentation:
      - Quote or contract
      - Certificate of Insurance
- Create one line for each expenditure associated with the event, travel expense, or operational need
  - To add another line to your request, click the ADD button in the upper-right corner of the Expenditure Items section.

Step 3: Review and Submit

Review all information for accuracy

- Verify each expenditure is allocated to the correct BUDGET.
- Confirm all links and uploads are accurate.
- Submit the expenditure request for review.
  - Upper right corner of the form.

Things to Remember

- All purchases made through an approved SFAB allocation will be processed by the Department of Laker Life. **Student organizations may not purchase items directly for reimbursement.** Reimbursements will not be issued using SFAB funds.
- Include all required documentation. Missing links, quantities, quotes, contracts, or other required documents may delay your request.
- Plan ahead. Submit requests early enough to allow time for review, purchasing, and vendor processing.