Attn: Registered Student Organization

As of October 19, 2017, ASUCR will no longer accept any Request for Budget Report forms at the Front Desk or Online.

ASUCR will be updated your online Registered Student Organization budget report on a weekly basis. You will be able to access your report at [http://asucrexchange.ucr.edu/budgetreports.html](http://asucrexchange.ucr.edu/budgetreports.html) on every Friday after 5:00 PM (except during campus holidays).

ASUCR would like to thank you and your student organization for accommodating to our new procedure. For additional questions for Registered Student Organization funding, please visit our website at [http://asucrexchange.ucr.edu/orgs.html](http://asucrexchange.ucr.edu/orgs.html) or call our ASUCR Office at (951) 827-3621.

Thank you,

Associated Students of UC Riverside
Your Undergraduate Student Government

Please see below for instructions on how to access the Organization Budget Report.
How to Access the Organization Budget Report

1. Visit the ASUCR Budget Reports webpage by clicking here or http://asucrexchange.ucr.edu/budgetreports.html.
   a. For an alternative step, you can also access the ASUCR Budget Report from the main ASUCR website by clicking Org Funding, and then Budget Reports.
2. Click on “Organizations Budget Reports as of MM/DD/YYYY”. Be advised that a new window may pop-up.

3. Once the document is opened, press **CTRL + F** (for PC users) or **COMMAND ⌘ + F** (for Mac Users) simultaneously and a search box will pop-up on the top right of the document. *If you are having trouble, then please see appendix A for keyboard images.*

   a. **For an alternative step**, you can scroll along the document until you find your account number. The account number on the budget report is in numerical order.

![Budget Reports as of 10/19/17](image-url)
4. Input your **account number** in the “Find in Document” search bar. *The search bar should automatically bring your account number to the correct page.*
5. **Congratulations! You have successfully looked up your student org budget report.**
   Your student org account balance is displayed on the right side of the document. Please refer to the sub-account description on the ASUCR Budget Report page by clicking [here](http://asucrexchange.ucr.edu/budgetreports.html) or http://asucrexchange.ucr.edu/budgetreports.html.

As a reminder, ASUCR will update the **Organization Budget Report** on every Friday at 5:00 PM except during campus holidays.
Appendix A

FOR PC USERS. Please view the following image to locate **CTRL** and **F** button.

![Keyboard Image for PC Users]

FOR MAC USERS. Please view the following image to locate **COMMAND** ⌘ and **F** button.

![Keyboard Image for Mac Users]