

Club Advisor How-to Guide

for SA online requisition/voucher approval

Step 1: Approve Requisition

The club treasurer begins the requisition, and the advisor step comes when you are notified by said treasurer.

- Log in to the SA Link website: Go to <http://mysa.oneonta.edu>, click purchase procedures, and click the link marked “click here”. Click Login and enter your user name and password.
- Once logged in, click on your club name. Click on the Financial Requests link on the right hand side of the screen. On the next page, look for the request in the ‘Pending Requests’ area. Click the view icon (magnifying glass) (note: the red x icon cancels the request. Don’t click unless you intend to cancel it).
- This page explains the requisition as created by the club treasurer. Click the ‘change stage’ link on the upper right to approve. On the following page, change the drop-down box to ‘Stage 2: organization advisor approved requisition’, add any applicable comments, and click save.

If you have any further questions please contact Joe Karpel via e-mail at joekarpel@gmail.com or by phone (x2433).