



## Submitting a Flex Fund Request for Furniture/MIK in Padmission Journey

Below is the new process to request furniture and move in kits in Padmission Journey.

**Step 1:** In the search bar, type in your neighbor's name.

**Step 2:** Go to the **Household Profile** tab and click **Submit Payment**.

**Step 3:** Under **Expense Type**, select **Furniture**.

**Step 4:** Under **Project**, select **Furniture Flex Fund**.

**Step 5:** Under **Vendor**, choose either **Dallas Furniture Bank** or **Furniture One**.

**Step 6:** In the **Amount** field, enter the cost of the package or individual item(s).

**Step 7:** For **Date**, enter the date the request is being made.

**Step 8:** The **Reporting Period** will auto-fill with the first day of the current month.

**Step 9:** In the **Notes** section:

- Reference the vendor package list.
- Indicate whether you are selecting a package or ordering items à la carte.
- Include the item(s) and the total amount requested.

### Example:

Using Furniture One as the vendor for a single individual:

*"Package 1 - \$905"*

*Or for à la carte items: "Queen Bed - \$260, Dining Table - \$100, Chairs - \$70, 1 Bedroom MIK - \$145, 1 Kitchen Kit - \$165. Total: \$740"*

**\*Note:** If you are requesting both a **Bedroom Move-In Kit** and a **Kitchen Move-In Kit**, please deduct \$25 from the total amount. The listed amounts reflect the cost if only one kit is requested. When both kits are requested together, there will be only one delivery fee of \$25 applied.

**Step 10:** Click **Upload Files** → **Add a File to Upload** and upload the lease document. Ensure all household members are listed on the lease.

**Step 11:** Under **File Type**, select **Other**.

**Step 12:** In the **Note** field, enter **Lease**.



**Step 13:** Click **Submit**.

**Ensure all entries are accurate and reflect eligible Flex Fund usage.**