

New SABS Online Disbursement Request Instructions

Treasurers Only – Single (Individual) Disbursement Request:

1. Log into UConncontact.
2. **Copy Page 3 of these instructions into an email.**
3. **Send the email to the selected authorized Reviewers.**
4. Open the SABS Online Disbursement Request form using the following link:
<https://uconncontact.uconn.edu/submitter/form/start/455696>.
5. Click on **NEW SUBMISSION**.
6. Choose your organization from the drop down list.
7. Answer **NO** to bulk request.
8. Click **NEXT**.
9. Fill out the required fields:
 - a. Payee – if payee is USG, you will need to provide the USG invoice number
 - b. Disbursement Method
 - c. Address for mailing disbursement
 - d. Amount
 - e. Breakdown – Expense Code
 - f. Breakdown – Amount
 - g. Breakdown – Description (What, Where, When)
 - h. Do you require additional lines to complete your breakdown?
 - i. Click **NEXT**
10. Add Reviewers:
 - a. The Treasurer will serve as one Reviewer (their email is not required)
 - b. Enter the UConn email of the second authorized Reviewer
 - c. It is optional to add a third authorized Reviewer
 - d. An authorized Reviewer is an Executive Officer on the Banking Contract
 - e. If the Treasurer is the payee:
 - The President is required as a Reviewer in place of the Treasurer
 - A second Reviewer (not the treasurer) is also required
11. Once all Reviewers' emails have been added ... Click **NEXT**.
12. Click **SUBMIT** to finalize the form.
13. Reviewers on the form will receive an email to examine the information. They must open the form, review the data, and approve or deny the information.
14. SABS will approve the form when the information provided is accurate and complete and all Reviewers have given the form a **thumbs up**. You will be notified of this approval.
15. Email dsabusinessservices@uconn.edu if you have **not** received an approval notification and would like a status update.

Treasurers Only – Bulk Disbursement Request:

To make a bulk disbursement request the following conditions must be met:

- There must be a minimum of three payees
- All requests must be for the same amount
- All requests must use the same expense code
- Reviewers cannot authorize their own request

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<https://uconncontact.uconn.edu/submitter/form/start/455696>.
5. Click on **NEW SUBMISSION**.
6. Choose your organization from the drop down list.
7. Click **Yes** to initiate a bulk request.
8. Download and complete the **Bulk Disbursement Request Form**:
 - a. All fields must be completed for each payee
 - b. Save the **Bulk Disbursement Request Form** on your computer
9. Click **NEXT**.
10. Click **UPLOAD FILE**:
 - a. Choose your bulk request form that you saved on your computer
 - b. Click **OK**
 - c. Click **NEXT**
11. Add Reviewers:
 - a. The Treasurer will serve as one Reviewer (their email is not required)
 - b. Enter the UConn email of the second authorized Reviewer
 - c. It is optional to add a third authorized Reviewer
 - d. An authorized Reviewer is an Executive Officer on the Banking Contract
 - e. If the Treasurer is the payee:
 - The President is required as a Reviewer in place of the Treasurer
 - A second Reviewer (not the treasurer) is also required
12. Once all Reviewer's emails have been added ... Click **NEXT**.
13. Click **SUBMIT** to finalize the form.
14. Reviewers on the form will receive an email to examine the information. They must open the form, review the data, and approve or deny the information.
15. SABS will approve the form when the information provided is accurate and complete and all Reviewers have given the form a **thumbs up**. You will be notified of this approval.
16. Email dsabusinessservices@uconn.edu if you have **not** received an approval notification and would like a status update.

Reviewers (Authorized Signors on Banking Contract):

1. Open the email from UConntact with the subject line “**Review Form Submission: SABS Online Disbursement Request.**”
2. Click the blue **REVIEW SUBMISSION** box in the email to open the form.
3. Click **Expand All** and review the Disbursement Request.
4. If you accept the form as submitted:
 - a. Click the **thumbs up** symbol next to your name.
 - b. Scroll to bottom of the screen.
 - c. Type “**Approved**” in the **Discussion** section.
 - d. Click **POST**.
 - e. Exit the form.
5. If you do not agree with the information on the form:
 - a. Click the **thumbs down** symbol next to your name.
 - b. Scroll to bottom of the screen.
 - c. Type your **reason for not agreeing** in the **Discussion** section.
 - d. Click **POST**.
 - e. Exit the form.