HOW TO SUBMIT AN ONLINE DISBURSEMENT REQUEST

Tools for Treasurers with a SABS Bank Account

Checks vs. SDRs

	Small Dollar Reimbursement	Checks
Who can be the payee?	Students Only	Students, Individuals, or Companies
What is the issue amount?	$20 or less	Any amount
How does the payee get the money?	Must be picked up at SABS Office	Check can be mailed out or picked up in our office
What do I need to know?	Payee must present a photo ID when picking up SDR	Payee's address if check is being mailed

Transfers

- Treasurer simply needs to submit an Online Disbursement Request – Transfers to USG will require an Invoice #
- Process to pay USG or other student organizations with money from your SABS bank account
- Funds are taken out of your account and deposited directly into the targeted account
- Recipients will be notified once the funds have been deposited into their account

Bulk Disbursement Criteria

All criteria must be met to qualify for a Bulk Disbursement:

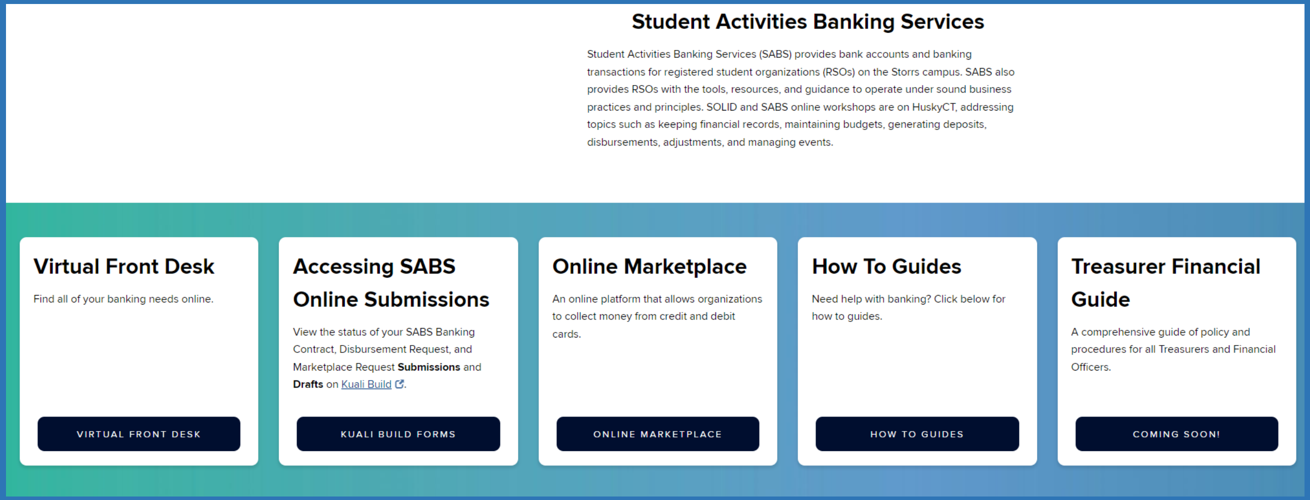
- 3 or more disbursement requests to multiple payees
- Payees must be from UConn (student/staff/faculty/advisor/parent)
- Payment method & expense codes must be identical
- Amounts must be identical
- Reviewers may not be listed as a payee in the bulk request

Step 1: Virtual Front Desk

1. Go to DSA Business Affairs: https://businessaffairs.studentactivities.uconn.edu/

2. Click on Virtual Front Desk

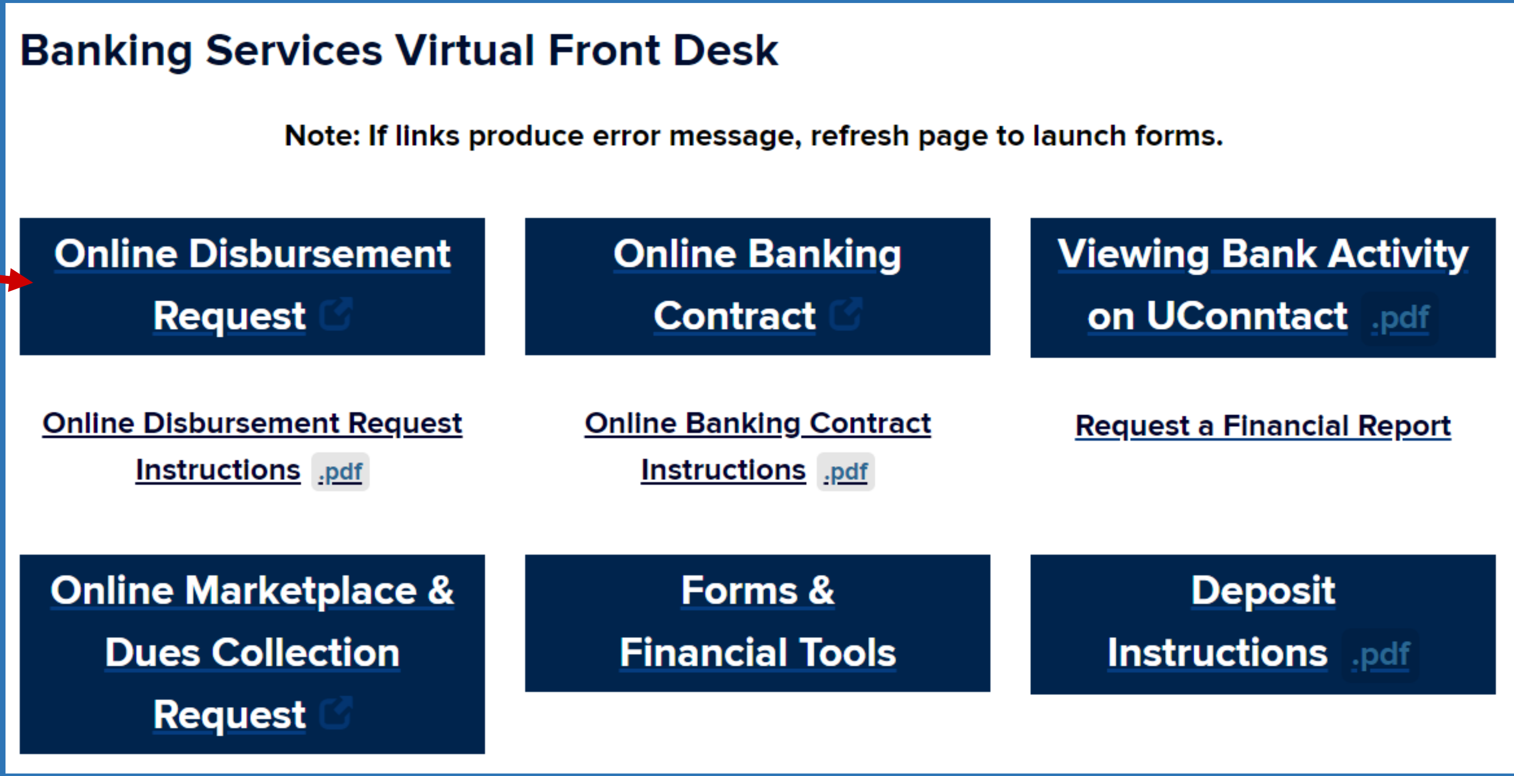
(Note: you may need to scroll down to see this on the Homepage)



Step 2: Finding the Form

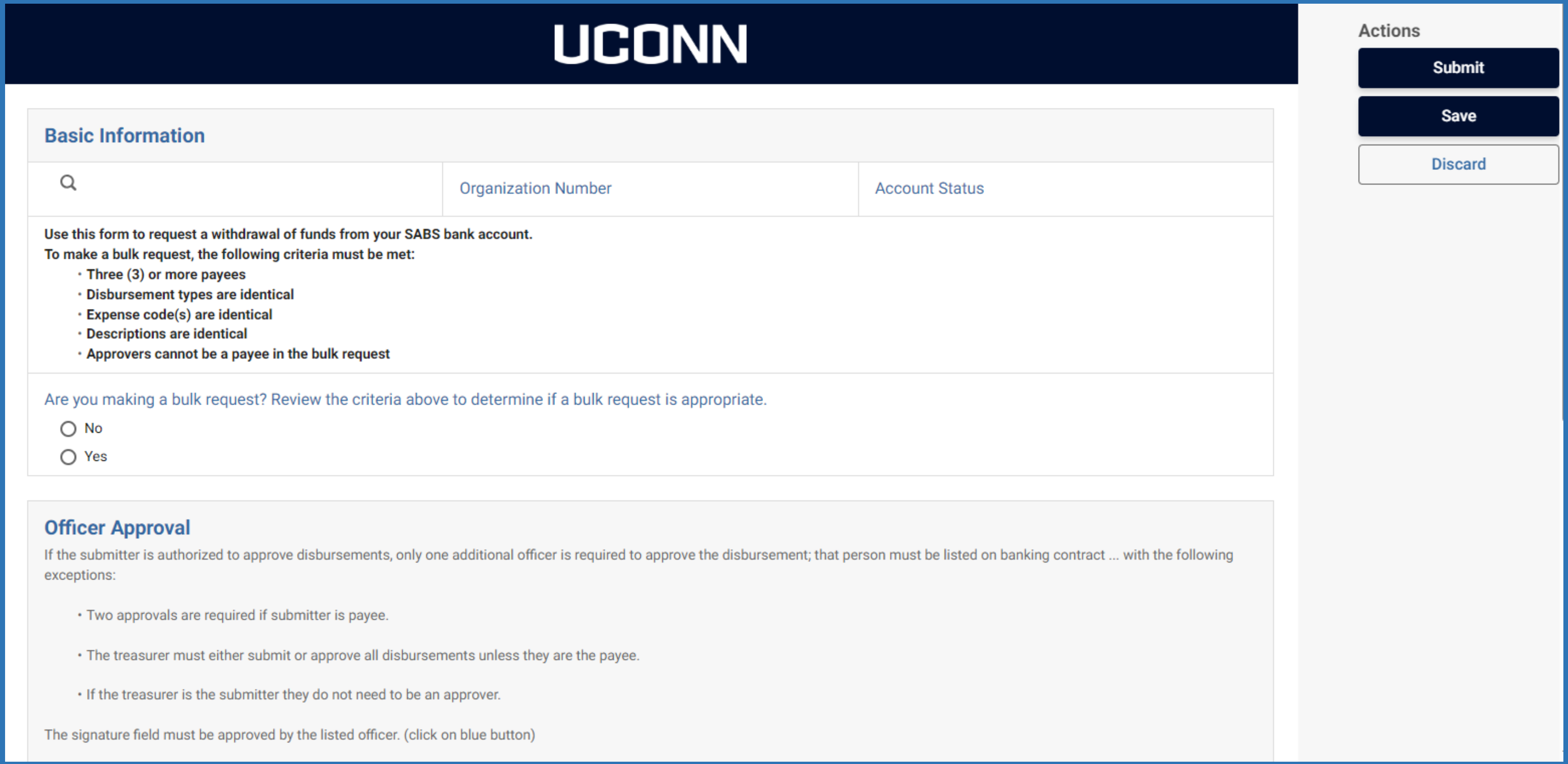
3. Click on Online Disbursement Request

This step brings you to **Kuali Build**



Step 3: Access the Form

1. Sign in with your NetID and password
2. If you have done so correctly you will see this page



UCONN

Actions

Submit

Save

Discard

Basic Information

	Organization Number	Account Status

Use this form to request a withdrawal of funds from your SABS bank account.
To make a bulk request, the following criteria must be met:

- **Three (3) or more payees**
- **Disbursement types are identical**
- **Expense code(s) are identical**
- **Descriptions are identical**
- **Approvers cannot be a payee in the bulk request**

Are you making a bulk request? Review the criteria above to determine if a bulk request is appropriate.

- No
- Yes

Officer Approval

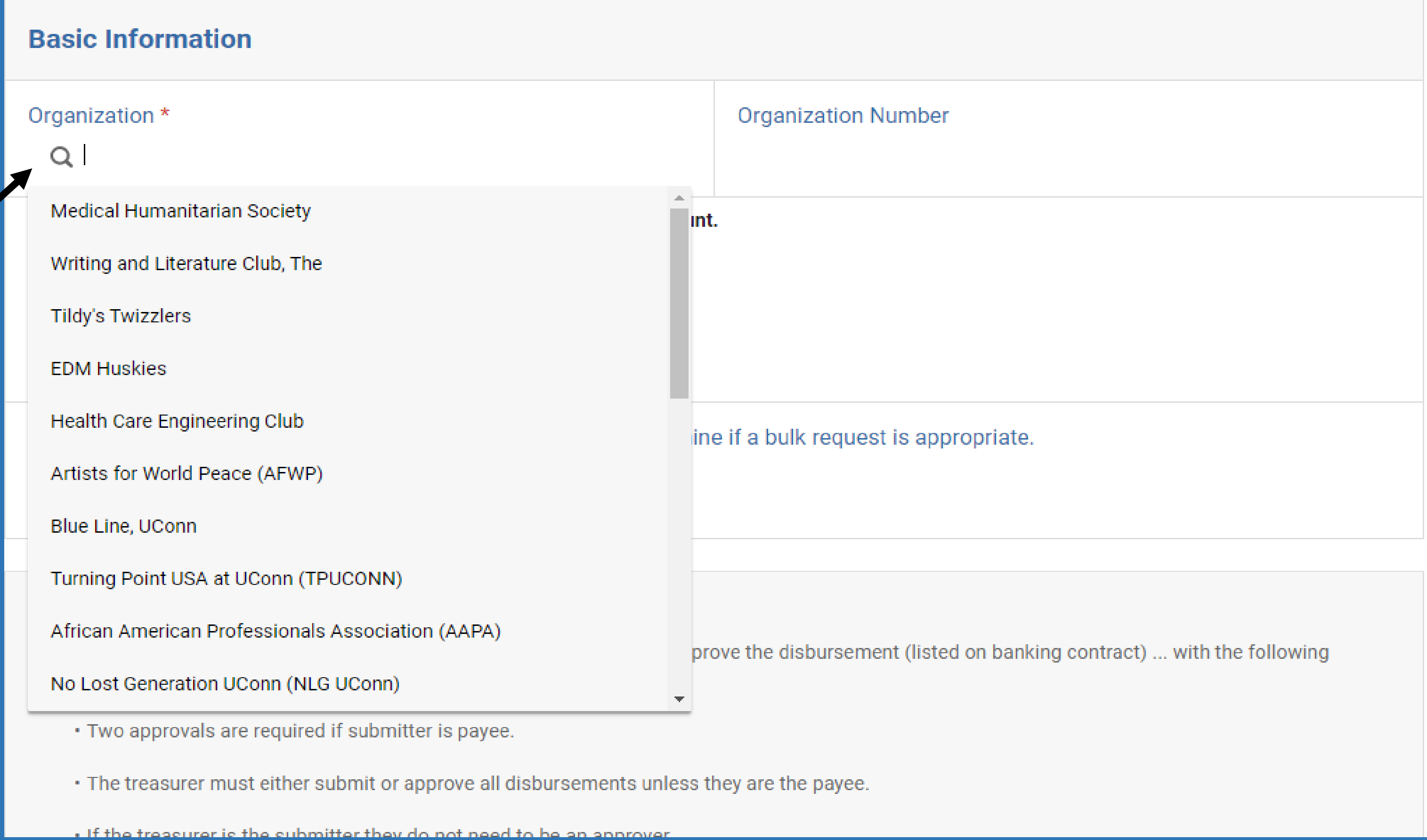
If the submitter is authorized to approve disbursements, only one additional officer is required to approve the disbursement; that person must be listed on banking contract ... with the following exceptions:

- Two approvals are required if submitter is payee.
- The treasurer must either submit or approve all disbursements unless they are the payee.
- If the treasurer is the submitter they do not need to be an approver.

The signature field must be approved by the listed officer. (click on blue button)

Step 4: Organization information

Under basic information find your Organization (If it is not on the list type the first few letters in the name). If done correctly, your Org's Number should auto-populate



Bulk Request?

If submitting an individual check or SDR, please skip to Slide #12

If submitting a bulk request, please continue to the next slide

Are you making a bulk request? Review the criteria above to determine if a bulk request is appropriate.

- No
- Yes

Bulk Request

Criteria for Bulk Requests:

Three (3) or more payees
Disbursement types are identical
Expense code(s) are identical
Amounts are identical
Descriptions are identical
Approvers cannot be a payee in the bulk request

If your request meets the Criteria:

1. Select Yes under Bulk Request
2. Select the appropriate expense code, this will be applied to all checks
3. Enter the number of payees (between 3 and 10)
    - If there are more than 10 payees, submit another request
4. Enter the amount per payee, this will be applied to all checks
    - Total amount will auto populate
5. List each payee name and the description of the check

Bulk Request Information

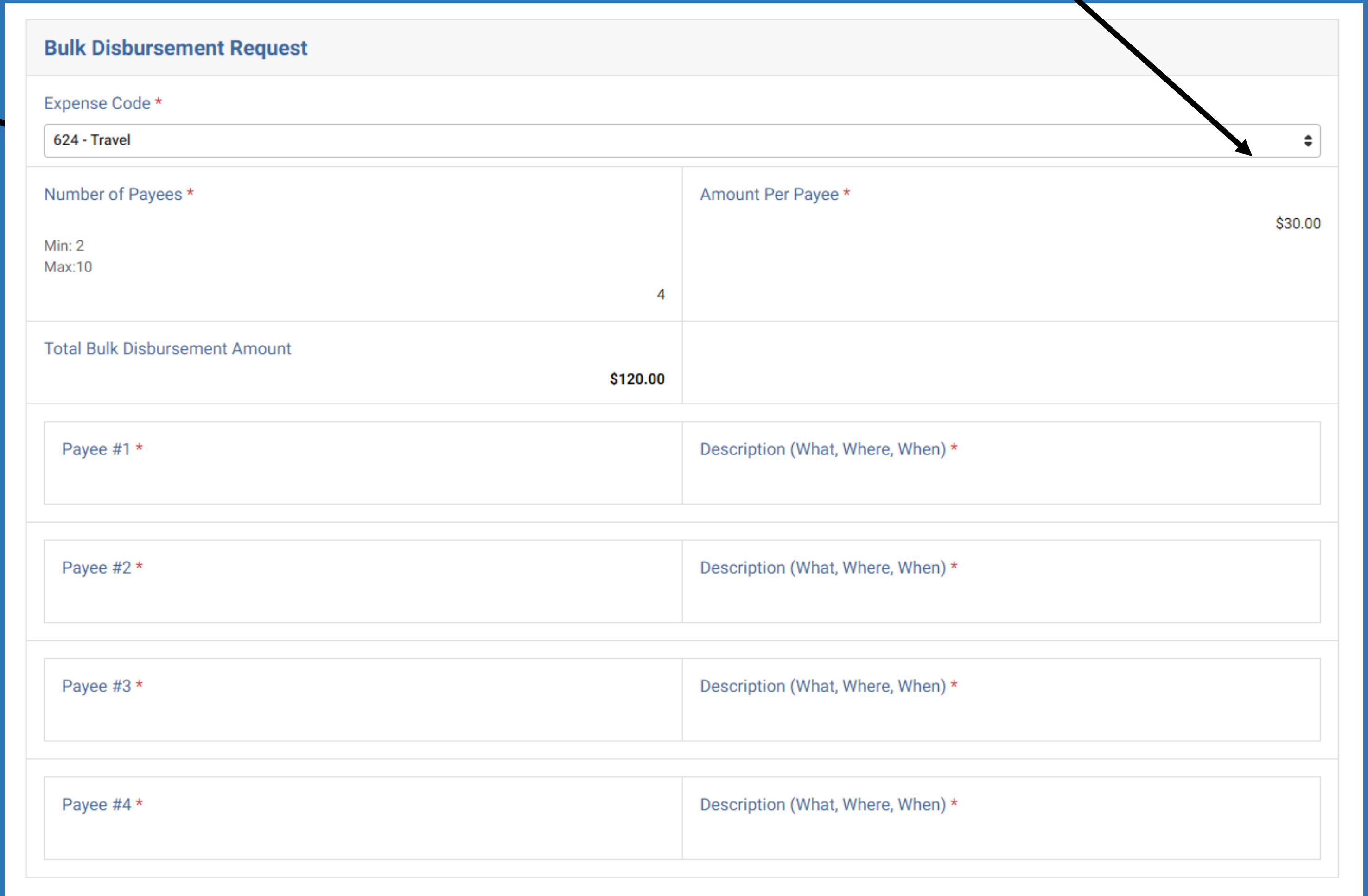
Enter the Amount Per Payee, this will be applied to each listed payee

Select the applicable expense code from the dropdown

Fill in the number of payees

Enter the name and description for each payee.

If you are unsure what Expense Code to use, please refer to our Chart of Accounts found under Forms and Financial tools


Bulk Disbursement Request

Expense Code *

624 - Travel

Number of Payees *

Min: 2

Max:10

4

Amount Per Payee *

$30.00

Total Bulk Disbursement Amount

$120.00

Payee #1 * | Description (What, Where, When) *

Payee #2 * | Description (What, Where, When) *

Payee #3 * | Description (What, Where, When) *

Payee #4 * | Description (What, Where, When) *

Forms & Financial Tools

Step 5: Request Information

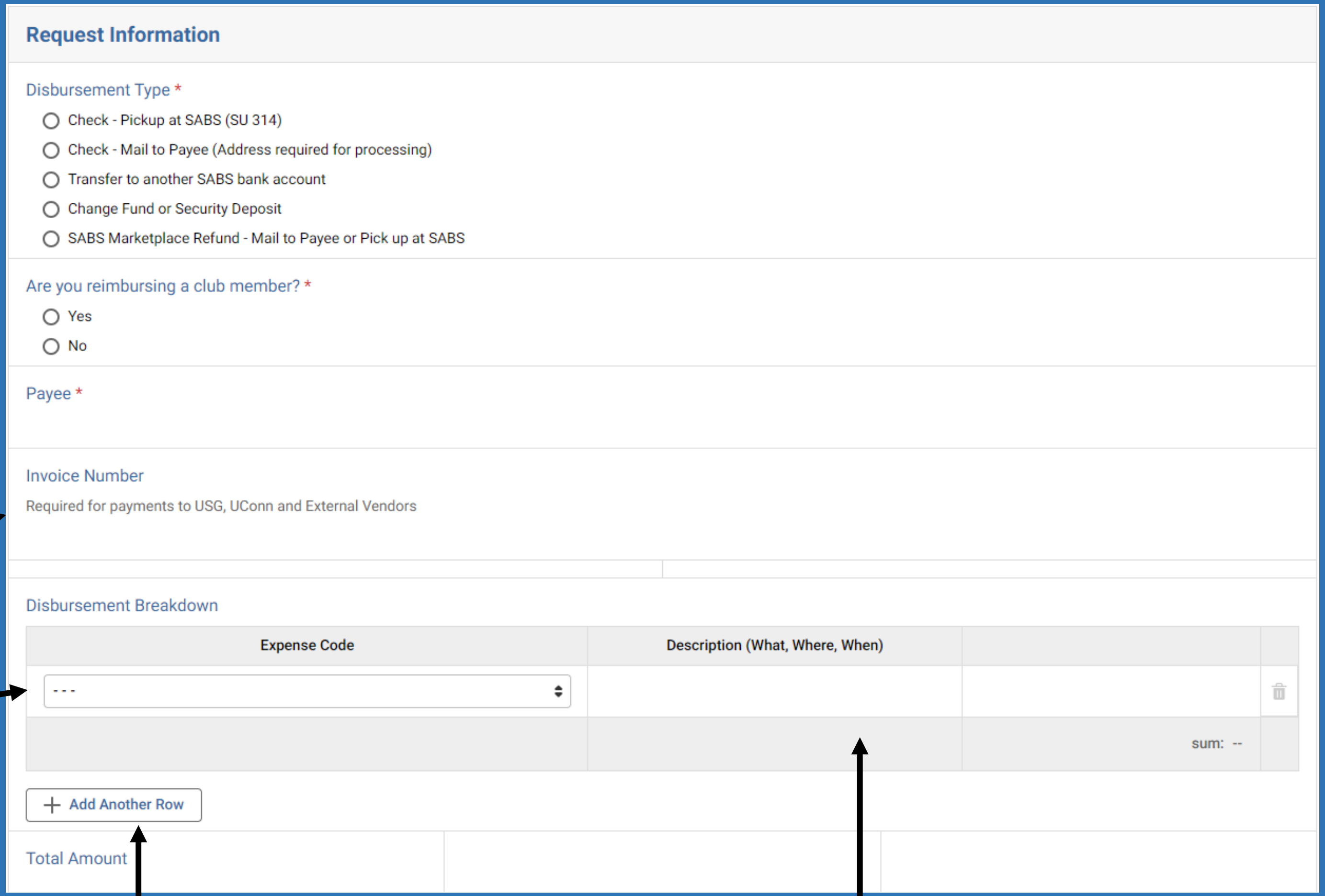
Select the disbursement type from the options provided

Select whether you are reimbursing a club member

Fill in the Payee's name exactly as it will appear on the check

IF APPLICABLE, enter the invoice number

Expense Code: Please select the appropriate Expense Code from the dropdown



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Forms & Financial Tools

If multiple expense codes are needed, please click Add Another Row

Enter the description and amount corresponding to each expense code

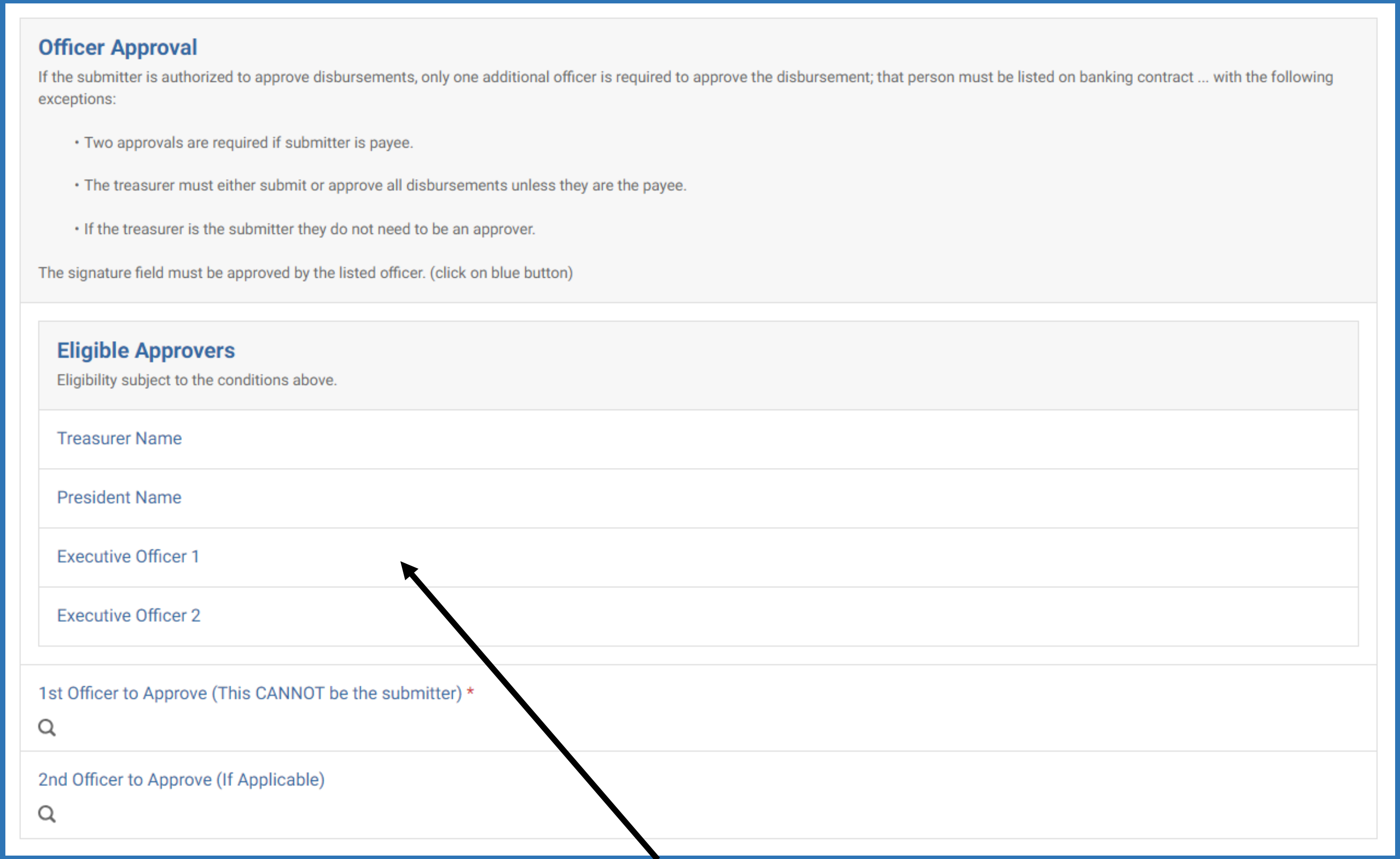
Step 6: Officer Approval

Enter Officer Approval (to review and approve the request):

1. If the Treasurer is the submitter, select one Officer from your Banking Contract (Last Name, First Name)

2. If the Treasurer is not the submitter, the treasurer must be selected as the Approver

3. If the Treasurer is the payee:
    - The President is required as an Approver in place of the Treasurer
    - A second Approver (not the Treasurer) is also required



Officer Approval

If the submitter is authorized to approve disbursements, only one additional officer is required to approve the disbursement; that person must be listed on banking contract ... with the following exceptions:

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The signature field must be approved by the listed officer. (click on blue button)

Eligible Approvers

Eligibility subject to the conditions above.

Treasurer Name

President Name

Executive Officer 1

Executive Officer 2

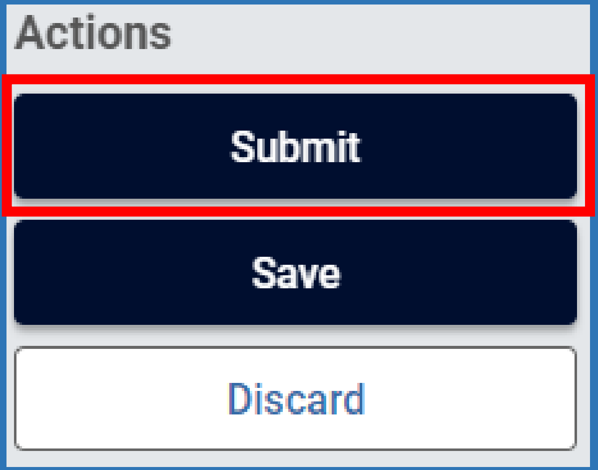
1st Officer to Approve (This CANNOT be the submitter) *

2nd Officer to Approve (If Applicable)

The Eligible Approvers section lists the officers from your Banking Contract that can approve the form.

Step 7: Submitting your Disbursement Request

Once you have filled out all the required fields and have looked over the information for accuracy, click Submit under the Actions tab on the right of the request



What happens next?

Congrats! You've submitted a Disbursement Request

See next slide for next steps

What’s next?

1. All Approvers on the form receive an email from Kuali Notifications:
   - Subject will say: “Request for Approval: SABS Disbursement Request”

2. (If applicable) The second Approver will only receive their email once the previous Approver has approved the form

3. Approvers must open the form, review the data, sign, and approve or deny the form as submitted

4. SABS will process the form when approval is complete (you will be notified)

5. Email SABS@uconn.edu with any questions or problems you encounter

6. Instructions for Approvers can be found on the last slide

Instructions for Approvers

Open the email from Kuali Notifications with the subject line "**Request for Approval: SABS Disbursement Request**"

1. Click the **Begin Review** box in the email to open the form

2. Review the Disbursement information

3a. If you agree with the information:

- **a.** Click on the **Sign this form** box under your name
- **b.** Type your name in the box to E-sign the form
- **c.** Click **Save**
- **d.** Click the **Approve** box in the top right corner of the form (under Actions)
- **e.** Comments are optional then click the **Approve** box

3b. If you do not agree with the information in the request:

- **a.** Click the **Send Back** box in the top right corner of the form (under Actions)
- **b.** Enter reason in the **Add Comments** box and click the **Send Back** box

3c. If you do not want this request to exist or be an Approver for this request:

- **a.** Click the **Deny** box in the top right corner of the form (under Actions)
- **b.** Enter reason in the **Add Comments** box and click the **Deny** box