Treasurers Only – Single (Individual) Disbursement Request

1. Click on this link: [SABS Disbursement Request](SABS%20Disbursement%20Request)

2. Login with your NetID Single Sign-On

3. In the **Organization** section, search for your organization:
   - Be sure to enter your organization name **exactly** as it appears on UConntact
   - If you have done this correctly **Organization Number** should auto-populate

4. Answer **NO** to bulk request.

5. Select the **Disbursement Type** from the following options:
   - Check - Pickup at SABS (SU 314)
   - Check - Mail to Payee (Address required for processing)
   - Transfer to another SABS bank account
   - Change Fund or Security Deposit
   - SABS Marketplace Refund – Mail to Payee or Pickup at SABS

6. Type in the **Payee** name exactly as it will appear on the check

7. (If applicable) Enter **Invoice Number**:
   a. If payee is USG, Cash Operations, or Dining Services/University Catering you will need to provide the invoice number
   - The invoice number box will only pop up if these payees are listed

8. (If applicable) Enter **Mailing Address** in proper postal format

9. In the **Disbursement Breakdown** section:
   a. Select your **Expense Code**
   b. Enter **Description** (must include **what**, **where used**, **when used**)
   c. Enter the **Amount**
   - If multiple expense codes are needed, click **Add Another Row** and a new row will appear
   - **Total Amount** will auto-populate

10. Enter **Officer Approval** (to review and approve the request):
    a. If the treasurer is the submitter, select one Officer from your Banking Contract (Last Name, First Name)
    b. If the treasurer is not the submitter, the treasurer must be selected as the Approver

11. **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

12. Once all requirements have been satisfied, Click **Submit** under the **Actions** tab on the right-hand side of the request

13. All Approvers on the form will receive an email from Kuali Notifications:

    a. The subject line will say: "**Request for Approval: SABS Disbursement Request**"
    b. (If applicable) The second Approver will only receive their email once the previous Approver has approved the form

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

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

16. Email dsabusinessservices@uconn.edu with any questions or problems you encounter

17. Instructions for Approvers can be found on the last page of this document titled: **Executive Officers (Authorized signers on the Banking Contract)**

Treasurers Only – Bulk Disbursement Request:

1. To make a bulk disbursement request the following conditions must be met:
    - There must be a minimum of three payees
    - All requests must use the same expense code
    - Approvers cannot authorize their own request

2. Click on this link: SABS Disbursement Request

3. Login with your NetID Single Sign-On

4. In the **Organization** section, search for your organization:
    a. Be sure to enter your organization name exactly as it appears on UConntact
    b. If you have done this correctly Organization Number should auto-populate

5. Answer **YES** to bulk request

6. Click on the link to download the ***Bulk Request Form***

7. Once the Excel document downloads, open the document and complete the form:
    a. Enter the name of your organization in field C3
    b. All cells must be completed for each payee
    c. Save the ***Bulk Disbursement Form*** to your computer
    d. Return to the online disbursement form

8. Under **Bulk Disbursement Request**, click on "**Select a File**" and attach from your computer

9. Enter **Officer Approval** (to review and approve the request):
    a. If the treasurer is the submitter, select one Officer from your Banking Contract (Last Name, First Name) who is not included in the bulk request
    b. If the treasurer is not the submitter, the treasurer must be selected as the Approver

10. Once all requirements have been satisfied on the request, click **Submit** under the **Actions** tab on the right-hand side of the request

11. All Approvers on the form will receive an email from Kuali Notifications:
    a. The subject line will say: "**Request for Approval: SABS Disbursement Request**"
    b. (If applicable) The second Approver will only receive their email once the previous Approver has approved the form

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

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

14. Instructions for Reviewers can be found on the last page of this document titled: **Executive Officers (Authorized signers on the Banking Contract)**

EXECUTIVE OFFICERS (AUTHORIZED SIGNERS ON SABS BANKING CONTRACT)

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

3. 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

4. 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

5. 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