HOW TO SUBMIT AN
ONLINE DISBURSEMENT
REQUEST

Tools for Treasurers with a SABS Bank Account
<table>
<thead>
<tr>
<th>Who can be the payee?</th>
<th>Students Only</th>
<th>Students, Individuals, or Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the issue amount?</td>
<td>$20 or less</td>
<td>Any amount</td>
</tr>
<tr>
<td>How does the payee get the money?</td>
<td>Must be picked up at SABS Office</td>
<td>Check can be mailed out or picked up in our office</td>
</tr>
<tr>
<td>What do I need to know?</td>
<td>Payee must present a photo ID when picking up SDR</td>
<td>Payee’s address if check is being mailed</td>
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</table>
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

• Reviewers may not be listed as a payee in the bulk request
Step 1: Virtual Front Desk

1. Go to DSA Financial and Program Support: https://financialandprogramsupport.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
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 #11

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

Criteria for Bulk Requests:

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

If your request meets the Criteria:
1. Select Yes under Bulk Request
2. Click the Link to Download Bulk Request Form
3. Download the excel file
4. Fill out all required information about the payees
5. Save the excel document to your desktop
6. Upload the document by clicking Select a file

Important: You do not need to fill out sections titled Breakdown – Line 2, Breakdown – Line 3, and Breakdown – Line 4 unless there is more than 1 expense code needed.
Step 5: Request Information

Select the disbursement type from the options provided.

Fill in the Payee’s Name exactly as it will appear on the check.

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

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

If multiple expense codes are needed, please click Add Another Row.
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
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?
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 dsabusinessservices@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