HOW TO
SUBMIT AN ONLINE DISBURSEMENT REQUEST
Tools for Treasurers With a Business Services Bank Account
Check vs Prepaid Card (PPC)

<table>
<thead>
<tr>
<th></th>
<th>Checks</th>
<th>Prepaid Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can be the payee?</td>
<td>Individuals/Companies</td>
<td>Students only</td>
</tr>
<tr>
<td>How much can they be for?</td>
<td>Any amount</td>
<td>$10 to $300</td>
</tr>
<tr>
<td>How does the payee get the money?</td>
<td>Check will be mailed by SABS</td>
<td>Card will be mailed by Bank of America</td>
</tr>
<tr>
<td>What do I need to know about the payee?</td>
<td>Payee’s address</td>
<td>Payee’s address and date of birth</td>
</tr>
</tbody>
</table>

An Online Disbursement Request is used for both
Transfers

- Treasurer simply needs to submit an Online Disbursement Request – No special steps required
- Process to pay USG or other student organizations with a 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, & amounts must be identical
- Reviewers may not be listed as a payee in the bulk request
Step One:
Finding the Form

1. Go to the DSA Business Services website:

https://dsabusinessservices.uconn.edu/

2. Click on Virtual Front Desk
Step One: Finding the Form

3. Click on **Online Disbursement Request**

   *This step brings you to UConntact*
Step Two: Access the Form

1. Sign into UConntact
2. Select **NEW SUBMISSION**
Check/PPC or Bulk Request

- If submitting an individual check or PPC, please skip to Slide #21

- If submitting a bulk request, please continue to the next slide
Bulk Requests
Step Three: Preliminary Info

1. Select your org from the drop-down list

2. When submitting a bulk request click Yes
Step Three: Preliminary Info

Please use the form below to submit a request for a disbursement to be made out of your SABS bank account.

To make a bulk request, the following criteria must be met:
- 3 or more disbursements to multiple payees
- Disbursement methods are identical
- Expense code(s) are identical
- Amounts are identical
- Reviewers cannot be a payee in the bulk request

SABS staff will mail out approved disbursements.

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

- Yes - Complete the Bulk Disbursement Request Form and upload it on the following page
- No
Step Four: Excel Spreadsheet

1. Enter your organization’s name

2. Enter the first and last name of the person receiving the money

3. Choose either **Check** or **Prepaid Debit Card (PPC)**
Step Four: Excel Spreadsheet

4. Enter the individual’s mailing address

5. Enter the total amount being paid to the individual
Step Four: Excel Spreadsheet

6. Enter the first Expense Code (there may only be one)

7. Enter the amount for the first Expense Code (there may only be one)

8. Enter the Description:
   - **WHAT?**
     - What was purchased with the money?
   - **WHERE?**
     - Where was the purchased item(s) used?
     - OR
     - For whom was the item(s) purchased?
   - **WHEN?**
     - When was the purchased item(s) used?
Step Four: Excel Spreadsheet

If your disbursement requires multiple Expense Codes ...

repeat the three steps shown on Slide 14 for each additional expense code
Step Four: Excel Spreadsheet

Enter the Payee's date of birth if **Prepaid Debit Card** was selected

<table>
<thead>
<tr>
<th>Description (What, Where, When)</th>
<th>Payee Birthdate (required for prepaid)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Step Five: Save the Excel Spreadsheet

- Save the spreadsheet to your computer once you have finished entering the information for each Payee
Step Six: Go to Next Page

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

- Yes - Complete the Bulk Disbursement Request Form and upload it on the following page
- No

Select **NEXT** once you have filled out and saved the Excel spreadsheet.
Step Seven: Upload the Bulk Request

Select *UPLOAD FILE* and choose your saved Bulk Disbursement Request file
Step Eight: Go to Next Page

Once you select NEXT skip to slide #31
Individual Checks or Prepaid Debit Cards
Step Three: Preliminary Info

1. Select your org from the drop-down list

2. When submitting an individual request click No

NEW - SABS Online Disbursement Request

Start

* Organization (Check your organization's UConntact page under "Additional Information" if you do not know the number.)

Please use the form below to submit a request for a disbursement to be made out of your SABS bank account.

To make a bulk request, the following criteria must be met:
- 3 or more disbursements to multiple payees
- Disbursement methods are identical
- Expense code(s) are identical
- Amounts are identical
- Reviewers cannot be a payee in the bulk request

SABS staff will mail out approved disbursements.

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

- Yes - Complete the Bulk Disbursement Request Form and upload it on the following page
- No
Step Four: Go to Next Page

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

- Yes - Complete the Bulk Disbursement Request Form and upload it on the following page
- No

Select NEXT
Step Five: Disbursement Information

1. Enter name of person or company you are paying

2. If paying USG, contact them for an invoice number

3. Choose the appropriate payment method
Step Five: Disbursement Information

4. Enter the mailing address of the entity you are paying

5. Enter the total amount of the disbursement

6. Enter the first Expense Code from the drop-down

7. Enter the amount for the first expense code
Step Five: Disbursement Information

8. Enter the Description:

- WHAT
  - What was purchased with the money?

- WHERE
  - Where was the purchased item(s) used? OR
  - For whom was the item(s) purchased?

- WHEN
  - When was the purchased item(s) used?
Step Five: Disbursement Information

If your disbursement uses multiple Expense Codes, select “Yes” and repeat Steps 6, 7, and 8 as shown on Slides 25 and 26.

If your disbursement uses only one Expense Code, select “No.”
Step Six: Go to Next Page

* Do you require additional lines to complete your breakdown?

☐ Yes
☐ No

If submitting an individual check please skip to slide #31

If submitting a PPC please continue to the next slide
PPC Additional Step

The payee’s date of birth is required in order for them to activate the card.
PPC Additional Step

* Payee Birthdate (required for prepaid card activation)

PREVIOUS

SELECT NEXT
Step Seven: Reviewers

1. Enter UConn email of an authorized Reviewer listed on your Banking Contract:
   - Reviewer cannot be the payee

2. If payee is the Treasurer:
   - Enter President’s and second authorized Reviewer's UConn emails
Step Eight: Go to Next Page

Email
Enter a valid email

+ ADD ANOTHER REVIEWER

Select NEXT
Step Nine: Submit Form

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

In Progress

NEW - SABS Online Disbursement Request

1. NEW - SABS Online Disbursement Request
   ○ Start
   ○ Disbursement Information

1 Reviewer(s) Identified

Select SUBMIT
Step Ten: Approval and Processing

- After submitting your request the Reviewer(s) must open and review the request:
  - Reviewers will receive an email notification from UConntact
  - If they approve the request they should give it a **green thumbs up**
  - If they do not approve they should give it a **red thumbs down** and provide the reason in the Discussion section

- If the request shows only a **green thumbs up** by the Reviewer(s):
  - SABS will approve and process the request
  - Checks and prepaid cards are mailed directly to the payee

- If the request shows a **red thumbs down** by a Reviewer:
  - SABS will deny the request and you will be able to edit and resubmit

- If there is an error on the request:
  - SABS will deny the request and provide instructions to correct and resubmit

- If you would like to check the status of a contract submission, please email dsabusinessservices@uconn.edu
Resources

Questions?

- Student Union Room 314
- Phone: (860) 486-3163
- Email: dsabusinessservices@uconn.edu
- Website: https://dsabusinessservices.uconn.edu/
- Transactions processed remotely (Monday-Friday)
- Virtual Office Hours: 9:30a-3:00p, Monday-Friday
- Email us if you would like a virtual meeting