



Student Activities Business Office (SABO)

SABO Overview for GSO

FALL 2025 (September 17 & 21) at 7PM

Zoom

Who We Are:

- We administer and manage the financial resources of the undergraduate and graduate student organizations.
- We ensure compliance with all University policies and procedures in relation to the use of student government funds.
- We provide the administrative infrastructure (SABO System Ledger) for Treasurers, Presidents and Advisors to account for the financial transactions of their organization.



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Student Affairs

SABO Staff & Areas of Responsibilities:

Charisse Gutierrez – Director/Business Manager

*****handling ALL GSO transactions***

Geraldine Howard – Accounting Assistant I

non-RU Invoices, Contracts, Transfers,
Allocations/Takebacks

Jill Silverman – Accounting Assistant II

PERR, System Access, Canvas, List Serv

Gina DiMaria – Head Accounting Clerk

RU invoices, Cash Advances, Donations

Federal Student Workers

SABO Location and Hours:

- We are located on the lower level of the Student Activities Center (SAC) on the College Ave. Campus, 613 George St.
- During fall and spring semesters, we are open Monday-Friday from 8:30 am to 5:00 pm
- **Window Hours:** Monday-Friday from 9 am to 4:30 pm



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GSO (n=76) active accounts

GRADUATE STUDENT ORGANIZATIONS			
YTD EXPENDITURES BY CHECK REQUEST TYPE			
FY24-25 as of 9.18.25			
Row Labels	Count of Voucher #	Sum of Amount	% of Total
Cash Advance	5	(\$2,581.22)	1%
Contracted Service (Individual Only)	32	(\$11,108.72)	4%
Contracted Vendor	8	(\$2,653.35)	1%
Deposit	2	\$137.83	0%
Generated Request	4	(\$282.57)	1%
Invoiced Vendor	91	(\$52,295.12)	13%
PERR	373	(\$55,368.75)	51%
Rutgers University	57	(\$63,185.98)	8%
Transfer	153	\$192,618.18	21%
Grand Total	725	\$5,280.30	100%

Student Fee Allocation Process for Student Organizations:

- At the end of each semester, SABO receives final enrollment numbers and School Government Fee Amount from University Budget Office,.
- Funds are transferred to GSO Control Account for GSA to allocate to all recognized GSO

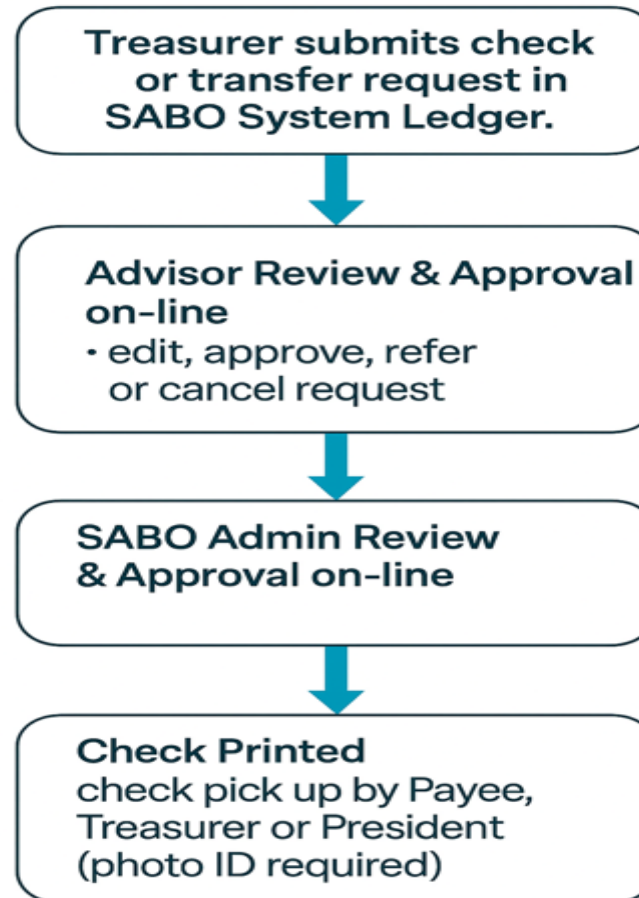
SABO System Access:

- All registered Treasurers* for 2025-2026 will be given access to the SABO System Ledger On-line.
- Presidents will have READ ONLY access.
- WEBSITE: sabo.rutgers.edu
- Log in with your NetID and password
- System Access authorized by GSA Business Manager (including officer changes).



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Submission Flow Chart





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Account Information:

- Each GSO SABO account has a 4-digit **Account Number**
- Typically, there will be two line codes: **100** and **137**
- Line Code 137 Misc. G/R is where donations and fundraising funds are posted to

Rutgers SABO Ledger System

Account	GSO - American Society for Microbiology (2175)		
Line Code	Line Account	Line Balance	Request
100	GSO ALLOCATION	\$0.00	Check / Transfer
137	MISC GENERATED REVNU	\$0.00	Check / Transfer
Total Account Balance:		\$0.00	Statement Report

Allocations and Takebacks:

- Allocations are posted into your respective accounts in October.
- Allocation funds are entered in your GSO ALLOCATION line code (100).
- Reminder: At the end of the academic year, any unspent funds in 100 will be “taken back” (returned to the respective Control Account GSO-915).

Rutgers SABO Ledger System

Account GSO - American Society for Microbiology (2175)			
Line Code	Line Account	Line Balance	Request
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137	MISC GENERATED REVNU	\$0.00	Check / Transfer
Total Account Balance:		\$0.00	Statement Report



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System Walkthrough of PERR & Invoice Vendor



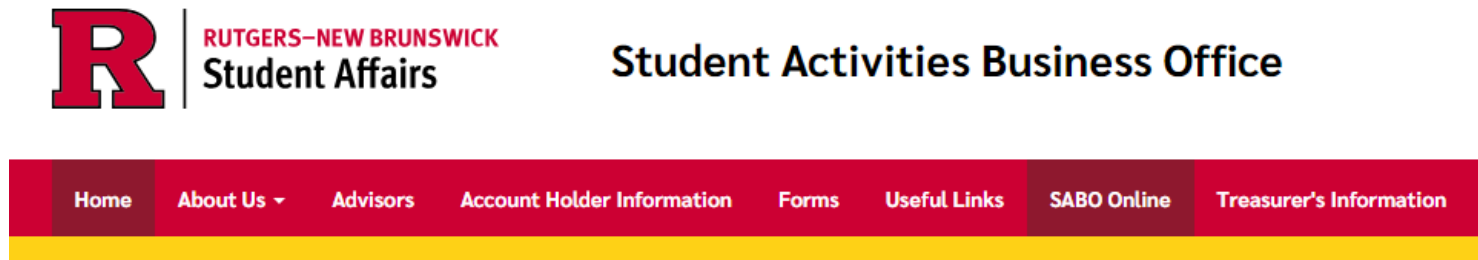
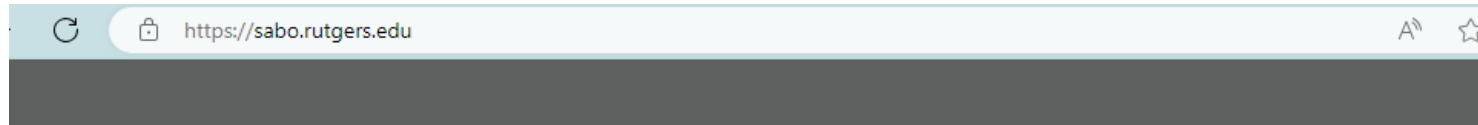
General Submission Process to SABO:

- Submit Check Request in SABO System Ledger.
- Submit electronic copies of original receipts and invoices by uploading files to SABO System Ledger. ****New Document Upload Feature implemented this Fall****
- *All receipts uploaded for reimbursement should be marked paid or have a zero balance.* Submitted reimbursements for an individual item \$500 or more require proof of payment showing name and posted charge. **Payment status must be “Posted” and not “Processing” or “Pending”.**
- **Proof of Payment** means a credit card or bank statement to verify the purchase. If proof of payment is under a different name, a ***Consent to Reimburse Form*** is required. **Payee and information on proof of payment must match.***
- If a receipt is lost, a **Lost Receipt Form** is required. Ensure this is signed by both the person being reimbursed and GSA Business Manager prior to uploading.
- **Submit within 30 days of incurring the expense!**



SABO Online:

To enter the SABO Online system, click the “SABO Online” link from our website.



Log in to the Rutgers SABO Ledger System

Please log in with your Rutgers University NetID by clicking below

Login

Welcome to the SABO online payment system.

This system is designed for account holders of the Student Activities Business Office.

All account holders and users must be registered with their appropriate Advising Unit for access to the online payment system.

To log in to SABO Online use your Rutgers NetID. You must be a registered user to enter the system.

SABO Online Dashboard:

Your Dashboard displays:

- Account Balances

And has links to:

- Start a Check request
- Start a Transfer
- Generate your Account Statement
- Search Requests

Welcome: **cg838** | [Your Account](#) | [System Admin](#) | [Log Out](#)

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[Home](#)

Rutgers SABO Ledger System

Filter Accounts by Name or Number

Account #	Name	Balance	
2232	GSO - Women's Leadership Coalition	\$0.00	more info
2231	GSO - Women and Gender Studies	\$0.00	more info
2230	GSO - Supporting Parents and Caregivers	\$0.00	more info
2229	GSO - Spanish & Portuguese	\$0.00	more info
2228	GSO - Society for Advancement of Chicanos Hispanics and Native Americans in Science	\$0.00	more info
			1 2 3 4 5 ...

[My Pending Requests](#)
[View All](#)

None

Submit Request

- [Check Request](#)
- [Transfer Request](#)

Search

- [Search Requests](#)
- [Request Details](#)
- [Search Vendor W-9](#)

Reports

- [Online Statement](#)
- [Printed Statement](#)

Request Approvals

- [My Pending Requests](#)
- [All Pending Requests](#)
- [All My Requests](#)

Check Request Document Upload Feature

Itemized Summary of Changes



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PERR Check Request

Account Information Account 1655 Active minds Line Code 317 OVERHEAD EXPENSES (change)		Balance \$589.65 Balance \$589.65	Payee Information Payee NetID mperullo Verify Name Michael Perullo First Name Michael Last Name Perullo Address 23 Ten Eyck Pl City Edison State nj Zip 08820 Purpose of Request test	
Transaction Code(s) Code Targum Select . . .		Description stamps	Amount \$15.00 \$	Add
Total Transaction Amount		\$15.00		
Line Code Balance		\$574.65		
Check Receipt Lost Status Have Receipt	Another Person's Credit Card was Used Yes	Includes a Group Meal Expense Yes		
Check Information Full Description test <small>Who, What, Where, When - Please provide all necessary details. (Max: 200 chars)</small> Check Delivery <input checked="" type="radio"/> Pick-up <input type="radio"/> Mail to address in Payee Info		Approver Information 1. Michael Perullo 2. Gargi Chakravarty <small>Please select two approvers. In the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"</small>		

[< Back](#) [Upload Documents](#)

Check Request for a Person (PERR)

- Will show these reminders, and a checkbox indicating that they confirmed they read the reminders:
 - ✓ Did you include itemized receipt?
 - ✓ If using someone else's credit card, did you include a completed Account Owner Consent Form?
 - ✓ Did you include credit card statement with name of account holder if single item purchased is \$500 or more? OR if receipt / invoice does not reflect payment.
 - ✓ If receipt is lost, did you include a completed Lost Receipt Form?
 - ✓ For Group Meal Expense: Did you remember to list business purpose of meal and list the names of all attendees as part of your support?



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PERR Check Request

Please upload Itemized Receipt
Please upload Account Owner Consent Form
Please upload Group Meal Expense Statement

Upload Type

Select . . .



Notes

Upload

Browse...

No file selected.

Add File

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Review Request



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[Home](#) > [Check Request](#) > [Form](#) > [Success](#)

Check Request Successfully Submitted!

Voucher # **C170875**

You have successfully submitted your check request. Please keep the voucher number for your records. All documentation must be submitted to the SABO Office with the voucher number before your check is processed. (normally documentation is not required for blanket cash advances under \$400.00)

Most checks will be processed within 5 Business Days, providing documentation and on-line approvals are submitted. If you have any questions, [contact the SABO office.](#)

Please download the **PERR Request Form** by clicking the download button below. You can download this form at any time by viewing the request online.

[Download Form](#)

[Go Home](#)

Check Request for a Vendor

Rutgers Department

- Requires Final Invoice upload
- Will show these reminders, and a checkbox indicating that they confirmed they read the reminders:
 - ✓ Did you include the final invoice (not the quote or estimate)?

Invoice (External to Rutgers)

- Requires Final Invoice upload
- When choosing “Other” vendor:
 - Make address line 1, city, state, zip all required fields
- Will show these reminders, and a checkbox indicating that they confirmed they read the reminders:
 - ✓ Did you include the final invoice (not the quote or estimate)?

Contracts:

- Treasurer is responsible for initiating the contract process using the Word template for Contract Services.
- Draft must be submitted to GSA Business Manager for DocuSign.
- Requires fully executed contract uploaded in SABO System
- Separate honorarium and estimated travel expense amounts in the contract
- Create 2 check requests in SABO system ONLY if paying honorarium + travel.
- If honorarium only, no contract required.
- Request Payee to send you their completed W-9 so you can upload this as required support.



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HONORARIUM

1. Treasurer must obtain pre-approval from Graduate Student Association (GSA).

- ☐ Pre-approval from the EC is required for any speaking engagements
- ☐ GSA Speaker Request Form
- ☐ **Speaker must be domestic with a US Taxpayer ID# (SSN)**

2. Treasurer Submits Check Request in SABO System:

- ☐ Who are you paying? **Person**
- ☐ Contracted Service for an Individual ONLY
- ☐ Payee Information
 - ☐ Purpose of Request: **“Honorarium – Date”**
 - ☐ Purpose of Request: **“Travel Expenses – Date”**
- ☐ Transaction Code: **“Miscellaneous”** OR **“Travel”**
- ☐ The amount of the Honorarium should be specified. **This payment should NOT be negotiated.**
- ☐ Take note of the Check Request number **“C123456”**
- ☐ Have Guest Speaker Email their completed, signed W-9 to Treasurer for upload in SABO system.

Notes in the Check Request Screen

- Send note from requester to approver
- Send note from approver to requester
- Date/time of the note
- Notes allow approver/requester the ability to enter text explaining to the approver or requester what information is needed or any other explanations.
- **A new note produces an email notification (RU Email) to the treasurer and all approvers that contains the note with subject line “Student Activities Ledger – Review Comments for Check Request C##### – Your Action Required”.**



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PERR Check Request - C198531 v1

[Download PERR](#)

Account Information Account 1655 Active minds Line Code 317 OVERHEAD EXPENSES		Balance \$589.65 Balance \$589.65	Payee Information Payee NetID mperullo Name Michael Perullo Address 23 Ten Eyck Pl City Edison Purpose of Request test		State nj	Zip 08820
Transaction Code(s) Code Targum		Receipt Description stamps		Amount \$15.00		
Total Transaction Amount				\$15.00		
Line Code Balance				\$574.65		
Check Information Full Description test Check Delivery Pick-Up			Check Status Check # N/A Check Date N/A			
Approver History						
Date	Requested Approver	Actual Approver	Status	Comments		
N/A	Gargi Chakravarty		Pending			
5/21/2025 3:37:10 PM	Michael Perullo	Michael Perullo	Approved			
Status: Pending			<i>Request Submitted By: Michael Perullo (mpe</i>			
Notes Sent History						
Send Notes						
<div></div>						
Send Notes						

Approver History

Date	Requested Approver	Actual Approver	Status	Comments
4/18/2025 10:55:00 AM	Michael Perullo	Michael Perullo	Approved	
N/A	Neela Patel		Pending	

Notes Sent History

Date Notes Sent	From Whom	Notes Sent
5/21/2025 11:07:07 AM	mperullo	This is a test

Send Notes

Send Notes



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SABO System Encumber Funds

Summary of Changes to Come

SABO System Encumber Funds

- Previous State: Funds are only deducted from student organization account line code balance after SABO has approved for payment. (Approved status)
- Future State: Funds will be deducted from student organization account line code balance after Treasurer submits the check request in the SABO Ledger System (Pending status)
- Prevents student organizations from overspending
- Provides real-time snapshot of available funds vs. committed funds

Revised Forms

➤ Stop Payment Request Form

ACKNOWLEDGEMENT & FEE NOTICE:

By signing below, I am requesting a stop payment on the check listed above. I understand that a **non-refundable \$15 service fee will be charged to my organization's account only if the original check was picked up from SABO.** This fee does not apply if the check was mailed by SABO office. The stop payment will be processed within 2–3 business days after this completed form is received and the fee is confirmed (if applicable). I acknowledge that the original check will be voided and cannot be deposited once this request has been submitted.



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Co-Sponsorship:

- A Co-Sponsorship Contract must be completed and submitted to SABO.
- Under Forms on getINVOLVED page.
- Transfer of funds need to be initiated by the sponsoring organization (as long as the receiving organization has a SABO account).
- Co-sponsorship funds should not be transferred to line code 137 (Generated Revenue)



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Specialty Catering:

- Approved list sent out monthly to SABO Advisors
- If outside of this list, please seek prior approval
- Please identify yourself as a Rutgers Graduate Student Organization and request an Invoice
- Follow the Check Request process for Invoiced Vendor
 - If paid out of pocket, sales tax will be charged. RU is tax-exempt so preferred method is to request an invoice and SABO will pay vendor directly.



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List of current on campus vendors who cater:

Check Request

Select from a list of commonly used vendors.

- ☐ CONSOLIDUS LLC
- ☐ F. ROBINSON CATERING CORP DBA TWIN OAKS CATERERS
- ☐ GERLANDA'S
- ☐ PANERA LLC
- ☐ QDOBA MEXICAN EATS - STORE 3251 (BUSCH)
- ☐ SZECHWAN ICHIBAN
- ☐ THE EGYPTIAN TRADE CENTER INC DBA GOOD RX CAFE
- ☐ THE FOOD ARCHITECTS LLC
- ☐ TIX, INC.

Don't see the vendor in the list above?
[Enter the Vendor](#)

[< Back](#)

[Continue >](#)



Panera Catering Procedures

1. Student org contact Lisa at least 3-4 days in advance at (732) 204-6395 to place catering order. **Student Org must inform Lisa of their SABO Name and Account #**
2. Lisa will send student org an Order Confirmation.
3. Treasurer creates a check request in SABO using the Order Confirmation: Vendor -> Pay by Invoice. **Use the Order Confirmation Number in Invoice number field and date of delivery in description.** Treasurer must upload the Order Confirmation within their check request in SABO System.
4. After catering has been delivered, Panera will send final invoice to SABO. SABO will upload the final invoice once in SABO's queue to review and approve on-line. SABO Admin will update the order confirmation number with the final invoice number.



Review Comments from AY24-25:

- Consult with the EC before requesting rideshare* reimbursements
- Be mindful of non-reimbursable items
- GSA Limit on meals \$15 per person. Guest lecture meals have a cap of \$30pp.
- Collect RSVPs to estimate the amount of food to order
- Upper limit for each honoraria and travel is \$1,000; \$500 for honoraria
- Not seeking pre-approval from the EC for off-campus

Review Comments from AY24-25:

- GSA can only fund graduate students. The majority of attendees are undergraduate.
- GSA reserves the right to deny any reimbursements not submitted within 90 days or before May 30th.
- **Best practice: submit within 30 days of incurring the expense!**

Check Request Status in SABO System Ledger:

- **Pending** – waiting on your Advisor to approve
- **Submitted to SABO for Approval** – if it has been more than **a week**, please contact SABO. This may mean supporting documentation uploaded is insufficient to complete processing.
- **Approved** – supporting documentation was reviewed and request is approved for payment.
- **Check Cut** – check is printed and will be mailed or check is available for pick up (within 3 days of the check date).

****please pick up check at SABO promptly****



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How to Access SABO Services?

1. In-person

Student Activities Center (SAC) – College Ave Campus
613 George St (Lower Level)

SABO Window Hours*: Monday-Friday 9am-4:30pm

Main Office: 848-932-6981

2. On-line (SABO System Ledger)

sabo.rutgers.edu

3. Email - Reference your SABO Account Name and Number, including the voucher C# in the subject line of your E-mail.

New Email: sabo-gso@echo.rutgers.edu

RESOURCES:

- sabo.rutgers.edu / Treasurer Information
 - Treasurer's Key (handbook) – *revision in process*
 - Tip Sheets – *revision in process*
 - List of Non-Reimbursable Expenses (*refer to GSA guidelines*)
- Forms
 - Account Owner Consent to Reimburse Form
 - Deposit Slip
 - IRS W-9 (blank, fillable)
 - Lost Receipt Certification
 - Prize, Award and Gift Card Information
 - Stop Payment
-



Weekly SABO Drop-In Office Hour via Zoom (or in person) beginning September 9.

Tuesdays, 1:30 to 2:30 PM
Wednesdays, 11:30 to 12:30 PM

Log in to your Rutgers Zoom Account
Meeting ID: 538 538 3149
Password: 630856



Thank you!

Q&A