



Office of Administrative Services

NOTE: DO NOT ENTER SOCIAL SECURITY NUMBERS (SSN'S) ON THE DISBURSEMENT REQUEST. (For employee reimbursements, please enter the employee's W number. For vendors, please enter their W number or leave it blank if unknown).

Instructions:

1. Download a copy of the appropriate Disbursement Request form to your computer. Be sure to use the form that reflects your funding source.
 - a. **Disbursement Request – (ASB Fund #90XXXX):** Use this form if you are paying from an ICC, Student Government, or Club account.
2. Rename the downloaded file with the following structure:
 - a. Disb Request – [Vendor/Employee's Name] – [Today's Date].pdf
 - i. E.g. "Disb Request – FolgerGraphics – 4.27.20"
3. Make sure you open this downloaded copy in your Adobe Acrobat Pro DC program and not your web browser.
4. Fill out all fields on the form. Required fields are outlined in red and must be completed.
 - a. If you are paying an invoice, please reference the invoice number in the description.
5. Attach any relevant backup to this PDF file by following the instructions below:
 - a. Press **Ctrl + Shift + I**
 - b. Select the PDF file you want to include, such as the scanned receipt, invoice, etc. and then click **"Open"**
 - c. On the Insert Pages popup box, click **"Ok"**. The default setting inserts the attachment right after the first page (in this case, the Disbursement Request form).
6. Double-check that everything is completed and looks good!
7. If you are one of the approvers that needs to sign the form, click on the appropriate signature box to insert your e-signature.
8. **Save** the document.
9. If everything is complete and ready to go, click the **"Submit"** button on the top right. You should be prompted to open your default email program (Outlook) and then a new message window should pop up with the document already attached. Send the copy of the document to your immediate supervisor for approval.

Form Signature Route:

- **ASB:** Club Officer → Club Advisor → Student Life Director → VP Student Services → Business Office
- **Co-Cur:** Requestor → Department/Division Dean → Vice President → Business Office
- **District:** Requestor → Manager/Coordinator → Department/Division Dean → Vice President → Business Office

Facilitation of Payment:

- **Check issued by LPC** | ASB, Co-Curricular, District-Clearing (employee reimbursements under \$500)
- **Check issued by District** | District-Clearing (vendor payments and employee reimbursements above \$500)