

Treasurers (SABO) Virtual Tool Kit for 2020-2021

For the Fall of 2020 –all registered Student Organizations will be operating virtually. This Tool Kit will provide you with the resources for you to be a successful Virtual **Treasurer**.

The Student Activities Business Office (SABO) is dedicate in assisting you and your organizations during this unprecedented time with all financial matters in conjunction with your governing unit and advisors. Please note many policies and procedures are modified for 2020-2021, to accommodate for the virtual platforms our organizations will be using.

Any inquiries or concerns should be emailed to SABO@echo.rutgers.edu Email will be monitored Monday-Friday daily. Depending on the volume of email received we will strive to answer and address all concerns and questions within 24 hours.

The **Treasurer** of a Student Organization is an important role. You are in charge of the finances of your group. The SABO on line system is a tool for you to use to pay for all of your organizations expenses. The main purpose of this tool kit is to review and explain different types of transactions and responsibilities you are entrusted with as the Treasurer. We hope you will find this site useful in performing your Treasurer duties.

General information:

All Treasurers are added to their individual SABO accounts through information we receive through your advising areas.

Once you net id is received access is granted to you, within 24 hours of receipt by our office. You will be able to log into you will be able to log into the SABO on line system at:

<https://webapps.rutgers.edu/sal/login.aspx?ReturnUrl=%2fsal%2fDefault.aspx>.

Once you log into SABO on line, you will be able to review your account statement to see how much money you have, what was spent in the past, search for specific transactions and be able to conduct financial transactions.

All allocations are awarded though your governing area. The SABO cannot answer questions about funding. Please contact your governing or advising area for more information on funding.

Please review our documents for an up to date PowerPoint presentation for information on how to use SABO on line, request payments, process deposits etc.

As we update our policies to accommodate your needs, read and review all posted updates.

As we are working remotely please do not hesitate to contact us at sabo@echo.rutgers.edu with any question or concerns you have. Our job at SABO is to help you with making virtual Rutgers Fall 2020 a success. Please reach out! We are here to help!