

What is a service payment form transaction?

A contract is a legal agreement in order to protect your organization's interests as well as the supplier's. The contract will specify all information pertaining to the goods/and or services about to be received so there is no question of the expectations of both parties. **All contracts must be prepared and approved by a professional staff member of Rutgers University.**

Follow these easy steps for a service payment payment transaction:

1. All organizations must meet with their advisor to confirm referees and home games.
 2. Organizations must get contracts/W-9 filled out at games.
 3. Organizations must fill out check request online (SEE step by step instructions)
 4. Students will meet with their advisors. Advisor will review contract. The contract is then signed by the advisor and approved online.
- In order to complete this transaction and have a check cut :
 - a. The check request must be approved by an advisor
 - b. The executed (signed) contract and current W-9 form is received or on file in the SABO office.
 - c. Allow Three (3) business days for processing in the SABO office after a and b is completed.
 - d. The check can be mailed or picked up.

Step-by-Step Instructions:

1. Log onto SABO.rutgers.edu
2. Click on Check Request
3. Enter your account number
4. Select your line code that you will be using
5. For an Individual payments choose person, then choose **Contracted Service for an individual ONLY**
6. For a vendor payments choose vendor then contracted vendor
7. Fill in the required information
8. Always select your Advisor as the 2nd approver
9. Notify your Advisor with the Check Request number

TIPS

- Contracts need 4 weeks' notice –in order for your advisor and SABO to complete the above information there is a four week time line in place.
- ALL contracts must be entered into SABO before dropping/ mailing them to the SABO office
- _ If the coach/referee is not on file a W-9 must be handed in WITH the contract
- Advisors must SIGN the contract prior to be handed in to the SABO office

