

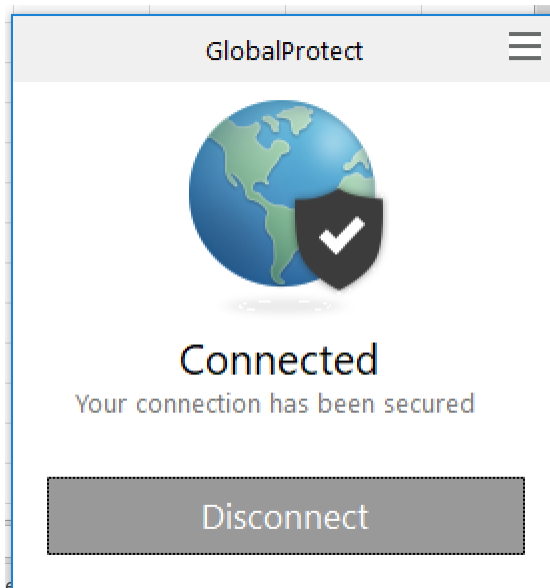
ASI – Disbursement Request Preparer Queue

Web Client

OnBase Version: 16.0.2.71
Date: 7/21/2020

Starting PolyDoc

1. Ensure you are connected the Cal Poly Global VPN (Virtual Private Network)



Link to download: https://cpp.service-now.com/ehelp?id=kb_article&sys_id=c40f854e6fe8e600e020f35d5d3ee4d5

2. Go to the PolyDoc site the ASI – Disbursement Request Form link to create a request.

[OnBase Disbursement Request Link](#)

Notices: If using the ASI – Disbursement Request Form link you will need to use the link for each form that you create. If you are the Payee, then you may not prepare the form. You will need another authorized signer on the account to submit the form on your behalf.

3. Please use your regular CPP credentials to log in.

4. Complete the Disbursement Request form.

DISBURSEMENT REQUEST - Clubs & Organizations
 ASSOCIATED STUDENTS, INC.
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

DISBURSEMENT REQUEST - Clubs & Organizations

For screen reader users, please press spacebar to attach documents in the Disbursement Request attachment section.

TRAVEL INFORMATION

Does this disbursement request involve travel? *
 Yes No

ACCOUNT INFORMATION

Fund	Account Number *	Object Code *	Capital Project # (Dept. Only)
<input type="text"/>	<input type="text"/>	<input style="border-bottom: 1px solid black;" type="text"/>	<input type="text"/>

Account Name	Description
<input type="text"/>	<input type="text"/>

PAYEE INFORMATION / MAKE CHECKS PAYABLE TO:

5. Object Code Options:

- 8000** - General Expenses for Clubs
- 8211** - Supplies & Services - Program
- 8226** - Marketing & Public Relation
- 8279** - Student Scholarships
- 8288** - In-state travel
- 8289** - Out-of-State Travel

- **To attach any supporting documents** - scroll down to the Supporting Documents section. Select **Attach ASI – Disbursement Request Supporting Documents**. A Browse dialog box will appear. Select the supporting documents that you want to attach. Next click on **Save/Submit** to save the attached supporting documents.

Please Attach Any Document(s) Related to this Disbursement Request (If you are unable to submit an attachment please contact ASI for alternative submission methods) (1)
ASI - Disbursement Request Supporting Documents ASI - Supporting Documents - OFFICE DEPOT - 11/15/2017 []
Attach ASI - Disbursement Request Supporting Documents

Notice: Preparers are emailed immediately when a request is approved. If a form is denied by an advisor then a new form must be completed. The option to edit an existing form is not available.