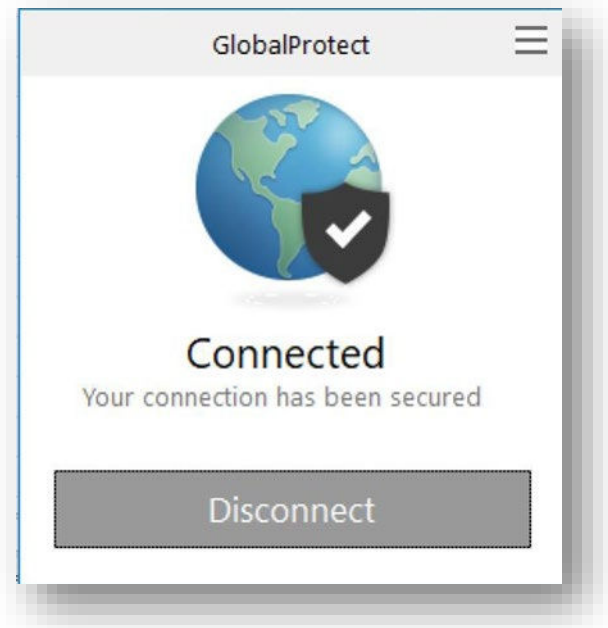


Disbursement Request (DR) – Reviewer

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



Link to download: https://www.cpp.edu/~geodesign/data_access_vpn_win10.shtml

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

[OnBase Disbursement Request \(Reviewer\) Link](#)

Notice: Reviewers are notified daily that there are disbursement request forms in their queue. After three days, if left in the inbox, the DR will automatically route to the Student Engagement, Leadership, and Success Office for review. If you are the Payee, then you may not review the form. You will need another authorized signer on the account to review the form on your behalf, or a Universal Signer will review the DR for your club/organization/group.

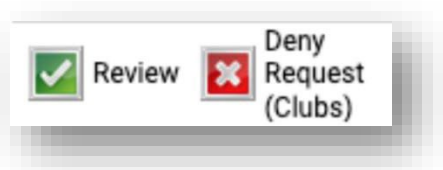
To view an attached Supporting Document(s), select a disbursement request form and scroll down to the Supporting Documents section. Select the **Attached Supporting Document Name** to view it.

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



Workflow – Reviewers Queue

4. Select a Disbursement Request form to view.
5. You can select a Disbursement Request form to view. Notice that you have Tasks:

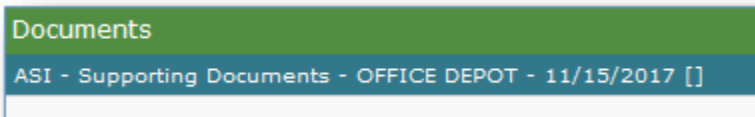


Or you can right click anywhere on the form and select Cross References.



The screenshot shows a form titled "DISBURSEMENT REQUEST" for "ASSOCIATED STUDENTS, INC. CALIFORNIA STATE POLYTECHNIC UNIV". A context menu is open over the form, listing options: "Keywords", "History", "Cross-References" (which is highlighted in light blue), and "Notes". Below the form title, there is a note: "For screen reader users, please press spacebar to attach section."

A dialog box should appear with any supporting documents. Select one to view.



The screenshot shows a dialog box titled "Documents". It contains a single entry: "ASI - Supporting Documents - OFFICE DEPOT - 11/15/2017 []".

You can also add notes in the **Office Only Use** section. Once you have added any notes, click on **Save/Submit** to save the notes.

To attach any supporting documents, select a disbursement request form and 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.



The screenshot shows a dialog box with a dark blue header containing the text: "Please Attach Any Document(s) Related to this Disbursement Request (10 MB per file limit. If you are unable to submit an attachment please contact ASI for alternative submission methods)". Below the header, the text "ASI - Disbursement Request Supporting Documents *" is displayed. A button labeled "Attach ASI - Disbursement Request Supporting Documents" is visible at the bottom.

- a. **Review (Approve):** Selecting this allows you to approve the Disbursement Request. The Disbursement Request will exit this queue and move to the Finance queue. An Approved email is then sent to the preparer. If you make any changes to the form, you must click on **Save/Submit** to save the changes first.
- b. **Request Additional Information:** Selecting this allows you to request supplemental information of the preparer. They will receive an email with instructions to attach this additional information. Please note, once they have submitted this information, you will still have to approve the request for it to be routed to Financial Services.
- c. **Deny:** Selecting this allows you to deny the disbursement request. You will have to add a reason(s) for denying the request in the Reviewer's Comments section, which will be emailed to the preparer. If you forget to add a reason(s), the system will then ask you to type in a reason(s). The disbursement request form will then exit this queue and move to the messaging queue where a denied email with the reason(s) specified will be included and sent to the preparer at 6:00 pm. From there, the form will exit workflow.

DR Reviewers: Reasons to Request Additional Information from Preparer:

- **Missing TEC Attachment:** If the expenses are related to travel, then a Travel Expense Claim (TEC) form must be attached to the associated DR. If the TEC form is missing, then the DR will need to be updated prior to its journey to ASIFS.
- **Missing Proof of Car Insurance Attachment:** Proof of car insurance must be provided for any reimbursement involving mileage (for a personal vehicle; NOT rentals). Please, verify that any reimbursement including mileage costs has proof of car insurance prior to submitting the DR to ASIFS.
- **Missing Flyer of Event:** A flyer of the event is required to provide information regarding the event that took place. ASI Financial Services will not process any DR or PO that does not include supporting documentation of an event related to the expenses reflected on the submission. Please, place a hold and request for additional information if you find a DR without a flyer where one is necessary.
- **Missing Invoice Attachment:** An invoice is required whenever a vendor provides one for payment. If paying the vendor directly through the DR, then a copy of the invoice must

be attached to the DR and the vendor's professional information will need to be recorded in the section for the payee on the DR (this includes the payee's name, address, and phone number). If the vendor had already been paid by a member of your club, and the individual is seeking reimbursement, then a copy of the invoice must be attached, along with any associated receipts, a picture of the card used for the payment, a bank statement to prove that the payment was fulfilled, and the individual's personal information should be listed on the DR as the payee. Please, place a hold and request for additional information if you find a DR that does not include an invoice where one is necessary.


- **Missing Prize & Award Attachment:** A prize and award form is required for any expense related to gifts given out during an event. Examples include gift cards, earbuds, art supplies, etc. In addition to the prize and award form, a flyer of the event must be attached to the same DR providing information on the event that took place where gifts were distributed. If these items are missing, please place a hold on the DR and request for additional information prior to submission to ASIFS.
- **Missing Lack of Itemized Receipt Attachment:** A Lack of Itemized Receipt form is a required attachment when the receipts provided do not itemize the products/services purchased. If this form is missing and is necessary to provide proof of payment, please place a hold on the DR and request additional information prior to submission to ASIFS.
- **Missing Bank Statement Attachment**
- **Missing Picture of Card Used**

DR Reviewers: Reasons to Deny a Disbursement Request:

1. **Insufficient Funds:** Insufficient funds in the account selected to cover the expense.
2. **Duplicate Submission:** Duplicate of another DR that had already been submitted.

DR Reviewers: Disbursement Request Retrieval Process

The screenshot shows the 'Document Retrieval' window. At the top, the 'Document Type Groups' dropdown is set to 'Associated Students Inc'. Below it, the 'Document Types' list shows 'ASI - Disbursement Request' selected. The search criteria section includes fields for YN Travel ID, Authorization Number, Date Time, Fund Number, Department ID, Department Name, Object Code, Description, YN Question, Name, and Address. A 'Full-Text Search' button is at the bottom.

6. **NOTE:** Reviewers can retrieve all forms submitted only for the account number(s) that they are authorized to approve.
7. To search select **Associated Students Inc** for the **Document Type Group**. Next click on the Document Type(s) you want to search for. To select more than one document type, you can select ctrl on your keyboard and click on more than document type.
8. Next, select a **Date Range**. Type in the Name. You can use any of the additional keywords to find the disbursement request form.
9. Next click on the Find button  to search.
10. A list should appear based on the keywords that you used to search.