

Rutgers Sport Clubs  
PERR (Reimbursement) Instructions

1. Club Sport Advisor must approve any purchase for it to be reimbursed.
  - a. Gas, Tolls, & Parking - automatically approved
  - b. Equipment, apparel, registration costs, etc. - must be approved by Club Sport Advisor
2. Individual must make purchase with credit or debit card and retain the original receipt
3. Treasurer must submit PERR Form for an Individual in SABO Online
  - a. Select "Check Request"
  - b. Enter your Club's Account & Line Number
  - c. Select "Person" when asked "Who Are You Paying?"
  - d. Select "PERR" when asked "What type of transaction will you be doing?"
  - e. Enter all information on form as in example below
  - f. Select "Review Request"
  - g. Select "Submit Request"
4. Treasurer must print and sign PERR Form
  - a. Original receipts must be attached to PERR Form
  - b. The corresponding C# must be written at the top of the receipt
  - c. PERRs over \$500 require a bank statement matching the charge
5. Treasurer must drop off PERR Form at Club Sport Office for Advisor approval
  - a. Either use the Drop Box to the right of the Office door, or email your Advisor to set up a time to drop off the form
6. Club Sport Advisor approves Check Request, and submits Request to SABO for approval
7. 3-5 business days after SABO approves form, Check will be written
8. Checks will be held at SABO for pick-up unless PERR Form indicates Mail delivery

NOTE: To be reimbursed, individuals must have an active NetID.

Coaches who are not employees of Rutgers University should not pay for any Club expenses, as SABO cannot reimburse them for their purchases.

# Step 1

[Home > Check Request](#)

## Check Request

**Enter your Account Number**

Account #	<input type="text" value="1361"/>	<input type="button" value="Select"/>	<a href="#">Account List</a>
Name	Rec Sports Program Account		
Balance	\$74,126.67		

**Select the Line Code you wish to use**

Select	Description	Balance
<input type="button" value="114"/>	REC SPORTS ALLOC.	\$74,126.67

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# Step 2

[Home > Check Request](#)

## Check Request

**Who are you paying?**

Person

Rutgers University

Vendor

Donations

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## Check Request

# Step 3

### What type of transaction will you be doing?

**Cash Advance**

*A check made payable to an organization officer before an actual expenditure is being made when personal funds are not available. A netid is required for this transaction. All cash advances must be reconciled within 30 days of use.*

**PERR**

*PERR requests are now required for all SABO accountholders for expense reimbursement.*

- All PERR transactions are entered on-line by the Treasurer of the account.
- Netid for all requesters is required for this transaction.
- The PERR form is then printed out (downloaded)
  - Receipts are attached
  - **Both the hard copy and the on-line request of the PERR form must be reviewed and approved by the ADMINISTRATIVE advisor or supervisor.**

**Contracted Service for an individual ONLY**

*Select this if you are paying an individual rather than a business for a "personal" service. All contracts for personal services must be initiated, signed and approved by an authorized University administrator from the organizations administrative department. The SABO user must have all documentation (signed contracts and tax information) prior to the issuance of a check.*

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# Step 4

Home > Check Request > Form

## PERR Check Request

**Transaction Code(s)**

Code

Select . . .

Select . . .

- Advertising/Duplicating Expense
- Costume Rental/Purchase
- Dues
- Equipment Purchase
- Equipment Rental/Repair
- Facilities/Labor Rental
- Film Rental
- Food
- Giveaways
- League & Tournament Fees
- Memberships
- Miscellaneous
- Postage
- Prizes and/or Awards
- Registration Fees
- Subscription
- Supplies/Decorations
- Targum
- Telephone Expense

**Account Information**

Account	Balance
1361   Rec/Sports Program Account	\$74,126.67
Line Code	Balance
114   REC SPORTS ALLOC. (change)	\$74,126.67

**Payee Information**

Payee NetID: aks294 [Verify](#)

Name: Amy Shohet

Address: 130 College Ave

City: New Brunswick State: NJ Zip: 08901

Purpose of Request: Transportation Reimbursement

**Transaction Code(s)**

Code	Description	Amount
Travel Expense	Gas for Game on 2/22/2024	\$28.16
Travel Expense	Parking for Game on 2/22/2024	\$10.00

Total Transaction Amount: \$38.16

Line Code Balance: \$74,088.51

**Check Information**

Full Description: Reimbursing Amy Shohet for Gas and Parking for the Club Lacrosse (W) game against Princeton University on 2/22/2024

Who, What, Where, When - Please provide all necessary details. (Max: 200 chars)

Check Delivery:  Pick-up  Mail to address in Payee info

**Approver Information**

1. Adam Shanley

2. Select . . .

Please select two approvers.

*In the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"*

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[Review Request](#)

# Step 5

Home > Check Request > Form > Confirm

## PERR Check Request

Review your information below and click "Submit Request" to complete this request.

<b>Account Information</b>		<b>Payee Information</b>
Account	Balance	Name
1361   Rec/Sports Program Account	\$74,126.67	Amy Shohet
Line Code	Balance	Address
114   REC SPORTS ALLOC.	\$74,126.67	130 College Ave
		City
		New Brunswick
		State
		NJ
		Zip
		08901
		Purpose of Request
		Transportation Reimbursement

Transaction Code(s)	Description	Amount
Code		
Travel Expense	Gas for Game on 2/22/2024	\$28.16
Travel Expense	Parking for Game on 2/22/2024	\$10.00

Total Transaction Amount: \$38.16

Line Code Balance: \$74,088.51

<b>Check Information</b>	<b>Approver Information</b>
Full Description	1. Adam Shanley
Reimbursing Amy Shohet for Gas and Parking for the Club Lacrosse (W) game against Princeton University on 2/22/2024.	2. Amy Shohet
Check Delivery	
Pick Up	

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[Submit Request](#)